

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 28, 1982

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. BICYCLE REPORTING PROCEDURES—AMENDED. This Order revises certain procedures relating to the reporting of bicycles.

* **Stolen Bicycle System (SBS)—Deactivated.** The Stolen Bicycle System has been incorporated into the Automated Property System (APS). There are no changes in reporting procedures. Manual references to the SBS will be amended in the next revision.

* **Bicycle Booked Excess Personal Property.** When a bicycle is booked as excess personal property (no evidentiary value), a Bicycle Investigation, Form 3.12, is no longer required. The reporting officer shall complete only an Excess Personal Property Receipt, Form 10.8, in such cases.

Note: Before booking a bicycle as excess personal property, the reporting officer shall check the Automated Property System through the Area records unit and Bicycle Records Unit, Records and Identification Division, to determine the present status of the bicycle.

* **Courtesy Stolen Bicycle Report.** A courtesy stolen bicycle report shall bear a miscellaneous DR number.

* **Bicycle Investigation, Form 3.12—Distribution Amended.**

Distribution — General

- 1 — Original, Records and Identification Division
- 1 — Records unit, Area of occurrence
- 1 — Detective Division, Area of occurrence
- 3 — TOTAL, plus (Extra Copy Distribution)

EXTRA COPY DISTRIBUTION

- 3 — Records unit, Area stolen, if different than Area recovered
- 1 — Automated Information Division, if stolen or recovered
- 1 — Property Room, Area of occurrence, if held in police custody

Distribution — Courtesy Reports

- 1 — Original, Records and Identification Division
- 1 — Concerned law enforcement agency
- 1 — Records unit, Area of report
- 1 — Detective Division, Area of report
- 4 — TOTAL

AMENDMENTS: This Order adds Section 4/236.15 and amends Sections 4/236.20, 5/030.65, 5/3.12 and 5/10.3 of The Department Manual.

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II. ARREST REPORTS ON MISDEMEANOR WARRANT ARRESTS—REVISED. This Order establishes provisions requiring completion of an Arrest Report, Form 5.2, on all misdemeanor warrant arrests when a clear connection between the arrestee and person named on the warrant would not be obvious to a court hearing the case.

Recent experience indicates that some misdemeanor warrant cases require documentation to establish the connection between the defendant and the warrant to prevent dismissal when defendants claim in court that they are not the persons named on warrants. For example, a warrant issued under an arrestee's alias which has been connected to the arrestee by a fingerprint check or other means may be dismissed by a court unaware of how the arrestee was identified as being the same person named on the warrant.

Effective immediately, an Arrest Report, Form 5.2, shall be completed when needed to establish or to report evidence which clearly shows the defendant is the person named on the warrant. The decision to complete an Arrest Report rests with the supervisor providing booking approval. A brief statement of facts supporting the need for completion of an Arrest Report shall be included on the Booking Recommendation, Form 12.31, by the supervisor providing the booking approval.

Note: Employees should familiarize themselves with Training Bulletin, "Will the Real AWWs Suspect Please Stand Up!," Volume VI, Issue I, dated January 4, 1974.

AMENDMENTS: This Order amends Sections 4/216.05, 4/611.10, and 4/725.48 of The Department Manual.

III. STATE NOTIFICATION OF ON-DUTY TRAFFIC ACCIDENTS—REVISED. The California Insurance Code prohibits a private insurance carrier from penalizing a peace officer or fire fighter for an on-duty traffic accident while operating an authorized emergency vehicle. Currently, the Manual contains a procedure for reporting on-duty traffic accidents involving officers of this Department. This Order expands this procedure to include peace officers and fire fighters. Additionally, it establishes a procedure for correcting an officer's driving record should an on-duty accident be improperly recorded.

- A. **Expanded Applicability.** The current procedure for recording an on-duty officer-involved traffic accident is expanded to include any on-duty peace officer or fire fighter (4/440.25).
- B. **Correcting an Officer's Driving Record.** An officer whose driving record improperly reflects an on-duty accident may correct the error by:

1. Obtaining a letter from the officer's commanding officer, on letterhead stationery, verifying that the accident was on duty and within the provisions of the Insurance Code (Chapter 10, Section 488.5), and requesting that a correction be made;
2. Attaching a copy of the traffic accident report to the letter; and,
3. Mailing the letter to:

Department of Motor Vehicles
Division of Drivers Licenses
Operations Coordination Unit
P.O. Box 2590
Sacramento, California 95813

AMENDMENT: This Order amends Section 4/440.25 of The Department Manual.

AUDIT RESPONSIBILITY: Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- IV. DEATH INVESTIGATION FOLLOW-UP PROCEDURES—REVISED.** Presently, a follow-up report must be completed within thirty days of a death report involving a non-homicide death (4/709.10). A recent audit has revealed that post mortem information regarding the cause of death, which is necessary for the proper completion of the follow-up report, is generally not available within the thirty-day limit. Therefore, when a death investigation is classified as other than a homicide, the investigator responsible for the follow-up investigation shall, as soon as possible but within *sixty* days following the initial death report, complete a Follow-Up Report, Form 3.14, or when appropriate, a Traffic Accident Status Report, Form 4.16. Procedures involving a death by natural causes are not affected by this Order.

AMENDMENT: This Order amends Section 4/709.10 of The Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. AFFIDAVIT OF MINOR FOR BUSINESS AND PROFESSIONS (B&P) CODE VIOLATION, FORM 5.2.7—ACTIVATED.** This Affidavit shall be completed when:

- * A minor is arrested for a B&P Code violation, and,
- * The arrest is related to an Alcoholic Beverage Control (ABC) licensed premises, and,
- * The minor waives his/her Miranda rights, and,
- * The minor indicates a willingness to provide information related to the violation.

Note: For the purpose of this Affidavit, a minor is any person under the age of 21.

Sections 1 through 28 of the Affidavit should be completed by the minor, but may be completed by the arresting officer if the minor is unable. Section 29 must be completed by the minor. The remainder of the Affidavit, including the apparent age of the minor, shall be completed by the arresting officer. The completed Affidavit shall be distributed as a page of the Arrest or Release From Custody (RFC) Report.

If the minor does not waive his Miranda rights, or refuses to complete the Affidavit, indicate this fact in the *Additional* section of the RFC or Arrest Report.

AMENDMENTS: This Order amends Section 4/218.68 and adds Section 5/5.2.7 to The Department Manual.

AUDIT RESPONSIBILITY: The Department Vice Coordinator, Office of Operations, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- VI. DISTRIBUTION OF FELONY ARREST REPORTS—REVISED.** Revised Department of Justice procedures allow for reduced distribution of felony arrest reports. Records and Identification Division now requires only the original adult felony Arrest Report, Form 5.2. The remainder of the regular, extra copy, and selected felony crime distribution, as delineated in Manual Section 5/5.2—82, is not affected by this Order.

AMENDMENT: This Order amends Section 5/5.2 of The Department Manual.

AUDIT RESPONSIBILITY: Records and Identification Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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- VII. RECORDING RECEIPT OF A SUMMONS AND COMPLAINT.** An evaluation of the procedure for accepting a summons and complaint naming a Department employee as the defendant in a civil suit has revealed a need for documenting receipt to ensure more efficient handling. This Order establishes a requirement to record the receipt of a summons and complaint similar to a subpoena. This Order only applies to those summons and complaints in which a Department employee is named due to circumstances arising from duty performance as a City employee.

In addition to present Manual procedures for reporting a duty-related civil suit (3/782, "Civil Suits"), a summons and complaint in which a Department employee is named due to circumstances arising from duty performance as a City employee shall be processed as follows:

- A. **Employee Responsibility.** An employee who is personally served shall notify the watch commander so that the process can be recorded on the Officer Subpoena Record, Form 15.29.
- B. **Watch Commander Responsibility.** A watch commander accepting such a process or who is advised that an employee has been personally served shall ensure that it is recorded on the Form 15.29 in the same manner required for recording subpoenas.

AMENDMENT: This Order amends Section 3/782.10 of The Department Manual.

AUDIT RESPONSIBILITY: Each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


- VIII. REQUESTS FOR LICENSES TO CARRY CONCEALED FIREARMS—REVISED PROCEDURES.** Currently, Department Manual provisions require that requests for licenses to carry concealed firearms be directed to the Office of the Chief of Police. Effective immediately, requests for licenses to carry concealed firearms shall be acted upon by the Board of Police Commissioners.

Note: Detective Headquarters Division retains the responsibility for conducting an investigation of the applicant, determining the validity of the request and forwarding the findings of the investigation to the Board of Police Commissioners. All requests for applications or questions concerning concealed firearms licenses shall be referred to the Gun Detail, Detective Headquarters Division.

AMENDMENTS: This Order amends Sections 4/767.05 and 4/767.10 of The Department Manual.

- IX. LIAISON SECTION—REVISED.** The organizational structure of the Department has been modified to transfer the Liaison Section from the Office of Administrative Services to the Office of the Chief of Police (OCOP). The Administrative Commander, OCOP, exercises line command over this Section.

AMENDMENTS: This Order amends Sections 2/062., 2/208., 2/301., and adds 2/207.32 of The Department Manual, as well as appropriate Department organizational charts.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 4, 1982

SUBJECT: WORKING HOURS FOR CIVILIAN EMPLOYEES

PURPOSE: Pursuant to the intent of negotiations for the 1981/83 Memorandum of Understanding for the Clerical Unit, this Order clarifies the minimum on-duty hours required for full-time civilian employees of this Department.

PROCEDURE:

Police Service Representatives assigned to Communications Division shall be in actual attendance, on duty, for a minimum of eight hours per watch to constitute one working day.

All other full-time civilian employees, including Police Service Representatives *not* assigned to Communications Division, shall be in actual attendance, on duty, for the following minimum number of hours to constitute one working day:

- * Day Watch — eight hours
- * Night Watch — seven and one-half hours
- * Morning Watch — seven hours

AMENDMENTS:

This Order amends Section 3/703. of The Department Manual.

AUDIT RESPONSIBILITY:

The Employee Relations Administrator shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 17, 1982

SUBJECT: PHOTOGRAPHING PERSONS FOR IDENTIFICATION PURPOSES

PURPOSE: Acquisition of the Identification Camera has enabled the Department to replace the Auto-Photo (strip mug) Camera with a more modern system. Installation of the new equipment will allow the phase-in of a Department-wide color photography system.

Procedures have been developed for use of the Identification Camera to photograph prisoners and other persons.

PROCEDURE:

I. IDENTIFICATION CAMERA—USE. The Identification Camera shall be used *only* for photographing persons:

- * Who are booked on formal charges; OR
- * For whom future identification or elimination might be necessary (e.g., possible suspects).

NOTE: Instructions for the operation of this photographic equipment shall be established and published by Scientific Investigation Division.

II. PHOTOGRAPHING PRISONERS. The following persons who are booked shall be photographed using the Identification Camera at the booking location:

- * All adults; and,
- * All juveniles, 12 years of age or older, taken into custody pursuant to Section 602 WIC.

EXCEPTION:

- * When a person is booked for 647(f) P.C. (Drunk), 23102 V.C. (DUI), misdemeanor traffic warrants, or non-criminal detention, photographs need not be taken, unless there exists an independent necessity for the photographs (e.g., indications of possible involvement in other criminal activities).
- * Females who are to be booked at Sybil Brand Institute shall be photographed at the closest LAPD jail facility prior to transporting to SBI. Officers shall obtain a booking number prior to taking photographs.
- * When the Identification Camera at the booking location is inoperative, photographs shall be taken at the nearest facility having an Identification Camera.

III. PHOTOGRAPHING PRISONERS IN A COUNTY FACILITY. Upon notification from Detective Headquarters Division (4/648.10), the Photographic Section, Scientific Investigation Division, shall photograph any LAPD arrestee confined in a Los Angeles County facility.

IV. VERIFICATION OF PHOTOGRAPHING PRIOR TO RELEASE.

Releasing Employee—Responsibility. Prior to releasing a prisoner, the releasing employee shall:

- * Ensure that the necessary photographs of the prisoner have been taken. (This information is contained in the Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1); and,
- * When it is necessary to transport a prisoner to have photographs taken, notify the watch commander of the jail facility having custody of the prisoner.

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Watch Commander/Watch Supervisor—Responsibility. When notified that it is necessary to transport a prisoner for photographing, the jail watch commander shall arrange transportation to the nearest Department facility having an Identification Camera.

Transporting Officer. Officers transporting a prisoner for the purpose of photographing prior to release shall:

- * Ensure that the release forms have been completed.
- * Release the prisoner immediately after photographing.

V. PHOTOGRAPHING PROCEDURE—PRISONERS. The employee photographing a prisoner shall:

- * Insert the date and the arrestee's booking number on the mug board;
- * Take *one* front view photograph;

NOTE: Stand-up photographs, when necessary, will be taken at Scientific Investigation Division.

- * Enter the appropriate information in the "Photographed By" space of the Custody Record page of the Booking and Identification Record, Form 5.1;
- * Enter the name of the person photographed and the booking number on the Record of Prisoner Photographs, Form 12.6; and,
- * Forward the exposed film in accordance with procedures established by Scientific Investigation Division.

NOTE: When narcotics marks are on the private parts of a female and the officers wish the marks photographed, the officers shall notify Photograph Section, Scientific Investigation Division, which shall take the photographs. No photographs shall be taken showing the private parts of any prisoner for the sole purpose of proving the sex of the individual.

VI. PHOTOGRAPHING PROCEDURE—IDENTIFICATION PURPOSES. When a person *other than a prisoner* is to be photographed for immediate identification purposes, the employee taking the photographs shall:

- * Use a self-developing camera and black-and-white film.

EXCEPTION: The Identification Camera shall be used when a photographic negative is necessary; or a self-developing camera is not available.

- * Use a Photo ("P") number in lieu of a booking number.
- * Obtain a "P" number from Photographic Section, Scientific Investigation Division; and,
- * Place a "P" cap on mug board covering the letters "BK" and the two adjacent numerals. Set number tabs to show the five digits of the "P" number.
- * Take one front view photograph.
- * Enter the name of the person photographed and the "P" number on the Record of Prisoner Photographs, Form 12.6.
- * Complete one copy of the Photo Work Order, Form 15.44, in its entirety, including the requesting officer's Area and watch, and forward it to the Photographic Section, Scientific Investigation Division.

AMENDMENTS:

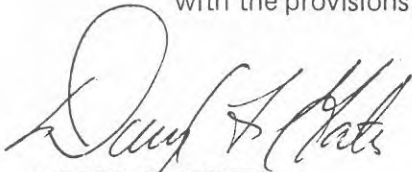
This order revises Section 4/635. of The Department Manual.

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FEBRUARY 17, 1982

AUDIT RESPONSIBILITY:

Scientific Investigation Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 17, 1982

SUBJECT: MOUNTED UNIT—ESTABLISHED

PURPOSE: This Order activates the Department's Mounted Unit. The Mounted Unit may be deployed for crowd control, large-scale searches, and other situations where it would enhance Department operations and reduce personnel costs.

PROCEDURE:

- I. MOUNTED UNIT—ACTIVATED.** The Los Angeles Police Department Mounted Unit consists of on-duty sworn personnel who volunteer the use of their horses and equipment. When the Mounted Unit is to be utilized and members are notified to serve, the Mounted Unit becomes their primary duty assignment. The Commanding Officer, Metropolitan Division, shall exercise functional supervision of the Mounted Unit and shall be responsible for administering its activities, including selection and training of personnel and budgeting.
- II. REQUESTS FOR MOUNTED UNIT.** Deployment of the Mounted Unit shall be requested by submitting an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Uniformed Services Group, Operations-Headquarters Bureau. Requests of an emergency nature may be made telephonically. During other than normal business hours, requests of an emergency nature should be made to Metropolitan Division.

AMENDMENTS:

This Order amends Section 2/1034.01 and adds Section 4/201.45 to The Department Manual.

AUDIT RESPONSIBILITY:

The Commanding Officer, Metropolitan Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



**DARYL F. GATES
CHIEF OF POLICE**

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 18, 1982

SUBJECT: NOTIFICATION REQUIREMENTS FOR SWORN EMPLOYEES WHILE ON SICK OR INJURED-ON-DUTY STATUS

PURPOSE: The Department acknowledges its responsibility to promote the health and safety of its ill or injured employees.

Employees have an obligation to avoid activities which may aggravate an existing injury or illness. Following a doctor's prescribed plan of treatment substantially increases the likelihood of speedy recuperation and return to duty. The Department also has a need to maintain contact with the ill or injured employee for the purpose of discussing such subjects as pay, deployment, training, and court subpoena scheduling. This Order modifies notification requirements for an employee while on sick or IOD status.

PROCEDURE:

I. EMPLOYEE-RESPONSIBILITY. The Department requirement that employees off duty due to illness or injury on duty (IOD) request permission to leave their residences is eliminated. However, employees off duty due to illness or IOD shall:

- * When off duty for a period in excess of seven days, contact their immediate supervisor on the seventh day and at least once every seven days thereafter for the purposes of providing a report of their status and maintaining contact with the Department for duty-related matters. A watch commander may waive the periodic notification requirement and establish a less frequent schedule when extenuating circumstances exist.

- * Notify their supervisor or watch commander prior to leaving when they intend to leave their residences at any time for a period in excess of 48 hours while on sick or IOD status. Employees shall furnish their watch commander with address(es) and telephone number(s) where they can be reached while on extended absence from their residences.

Note: An employee may contact the day watch commander during normal business hours to fulfill the notification requirements.

II. SUPERVISOR/WATCH COMMANDER-RESPONSIBILITY. A supervisor or watch commander receiving weekly telephonic notification from an employee on sick or IOD status shall report the results of each conversation on the Sick or Injury Report, Form 1.30, as a sick revisit.

Note: This Order does not affect the responsibility or authority of supervisor/watch commanders to initiate periodic sick visits pursuant to Manual Section 3/718.

III. COMMANDING OFFICER-RESPONSIBILITY. The employee's commanding officer shall review the Form 1.30 and determine whether further medical examination is warranted.

IV. COMMANDING OFFICER, PERSONNEL DIVISION-RESPONSIBILITY. The Commanding Officer, Personnel Division, at the request of the employee's commanding officer, shall arrange for a medical examination by Medical Services Division, Personnel Department, when such examination is deemed to be necessary.

Note: In cases of IOD, the examining doctor shall be designated by the Workers' Compensation Section, Personnel Department.

AMENDMENTS:

This Order adds Section 3/711.60, and deletes Sections 3/711.50 and 3/715.70 of The Department Manual.

DISTRIBUTION "A"

MARCH 18, 1982

AUDIT RESPONSIBILITY:

The Officer-in-Charge, Medical Liaison Section, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "Daryl F. Gates", is written over the typed name.

DARYL F. GATES
CHIEF OF POLICE

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 23, 1982

SUBJECT: DISPOSITION OF MISDEMEANOR NARCOTICS EVIDENCE—REVISED

PURPOSE: This Order revises the responsibility for the disposition of narcotics evidence seized by uniformed or non-detective personnel during misdemeanor investigations or arrests.

PROCEDURE:

The following responsibilities are established to ensure expeditious disposition of narcotics and property booked as the result of a misdemeanor investigation and/or arrest which involves the seizure of narcotics.

Misdemeanor Investigations and Arrests. When narcotics evidence is seized as a result of a misdemeanor investigation or arrest (including RFC), authorization for the disposition of the seized property shall be the responsibility of:

- * The arresting officer or, if none, the officer booking the evidence, for all evidence, including narcotics, except 11550 H&S (Under the Influence of a Controlled Substance).
- * Juvenile Division for narcotics, narcotics paraphernalia, and/or ingredients used in the production of controlled substances when booked to a juvenile who was booked on a narcotic violation.

Narcotics Division shall be responsible for the disposition of all 11550 H&S (Under the Influence of a Controlled Substance) misdemeanor evidence.

Investigations and Arrests Involving Both Adults and Juveniles. The arresting officer shall be responsible for the disposition of narcotics evidence obtained in misdemeanor cases in which both adults and juveniles were arrested. Prior to disposition, the arresting officer shall contact the concerned detective personnel assigned to Juvenile Division to determine if the case has been adjudicated and no further need exists to retain the evidence.

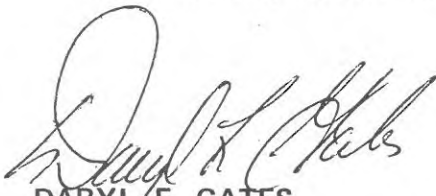
Disposition of both misdemeanor and felony narcotics evidence seized in connection with another felony (e.g., burglary or robbery), by uniformed or non-uniformed personnel, shall be the responsibility of the concerned investigating officer.

AMENDMENTS:

This Order amends Section 4/550.10 and adds Section 4/550.12 to The Department Manual.

AUDIT RESPONSIBILITY:

The Commanding Officer, Property Division, shall monitor compliance with this Order in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
CHIEF OF POLICE

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RESPONSIBILITY FOR DISPOSITION OF NARCOTICS EVIDENCE

Arrestee(s) seized with narcotics evidence	Misdemeanor	Felony
Adults	Arresting Officer, if none, Booking Officer*	Narcotics Division
Juveniles	Juvenile Division	Juvenile Division
Adults and Juveniles arrested on the same case	Arresting Officer after contacting Juvenile Division	Narcotics Division
Narcotics evidence seized in conjunction with a non-narcotics arrest	Investigating Officer	Investigating Officer after contacting Narcotics Division.

* Except 11550 H&S (Being under the influence of a controlled substance). Narcotics Division will dispose of 11550 H&S evidence.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 30, 1982

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. NARCOTICS OR DRUG OFFENSES INVOLVING DEPARTMENT EMPLOYEES—INVESTIGATIVE RESPONSIBILITY.** Special Order No. 18 of 1981 established a unified administrative and criminal investigation procedure for an allegation involving criminal conduct by a Department employee. Narcotic and dangerous drug offenses shall also be investigated at the direction of the Commanding Officer, Internal Affairs Division.

Amendment: This Order amends Section 3/837.20 of The Department Manual.

Audit Responsibility: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. COMPLAINT OFFICER DUTIES—REVISED.** The duties of the Complaint Officer, City Attorney's Office, have been revised due to modifications in the procedure for handling certain arrestees at the City Attorney's Bauchet Street office. Complaint Officers no longer obtain a warrant for an in-custody felony arrestee filed on for a misdemeanor charge. The change to a misdemeanor charge is detailed on the Investigator's Final Report, Form 5.10, and jail personnel use this information for the supplemental booking.

When a misdemeanor warrant is sought for a suspect who is not in custody, it shall be the responsibility of the Complaint Officer to obtain the warrant and forward it to Records and Identification Division.

Amendment: This Order amends Section 4/722.20 of The Department Manual.

Audit Responsibility: The Commanding Officer, Detective Headquarters Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. TRANSFER OF FLEET SAFETY FUNCTION.** The responsibility for fleet safety functions has been transferred from Traffic Coordination Section, Operations—Headquarters Bureau, to Personnel and Training Bureau. The Fleet Safety Coordinator, Personnel and Training Bureau, shall be responsible for conducting studies of on-duty, employee-involved traffic accidents; and preparing traffic accident history packages for administrative review. Traffic division report auditors shall forward Traffic Accident reports involving Department employees to the Fleet Safety Coordinator, Staff Research Section, Personnel and Training Bureau.

Amendments: This Order amends Sections 2/510.03, 2/1036.10, 3/830.31, 5/1.13—80, 5/1.13.1—01, 5/1.13.3—80, 5/1.13.8—80, 5/4.1—80, 5/4.12—01, and 5/4.12.12—80 of The Department Manual.

Audit Responsibility: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- IV. JUVENILE BOOKING INFORMATION.** The Department Manual requires that booking information for adult arrestees be transmitted to Records and Identification Division (R&I) via the Facsimile Identification Network (FIN). R&I now requires this information for most juvenile arrestees.

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When a juvenile is booked *and* fingerprinted, Page 1 of the Consolidated Booking Form (first nine lines and juvenile's thumbprint) shall be sent by those record units with FIN capability, to the Criminal Records Unit, R&I, via the FIN within thirty minutes after obtaining the booking number.

Note: Record units are still required to teletype juvenile booking information to Juvenile Records Unit, R&I, Detective Headquarters Division and the responsible Investigative Unit.

Amendment: This Order amends Section 4/165.02 of The Department Manual.

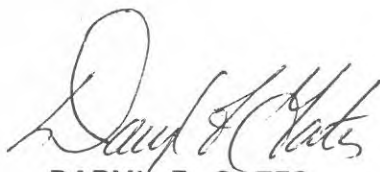
Audit Responsibility: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. TRANSFER OF REVIEW AUTHORITY FOR USE OF THE SAFETY EQUIPMENT SUB-ACCOUNT.** A recent audit of the Safety Equipment Subaccount (motorcycle and helicopter safety equipment, and replacement batons, holsters, and gun belts) revealed a continuing trend of over-expenditures during the past three fiscal years. To provide more direct control of expenditures from this subaccount, this Order transfers the review authority for replacement of safety equipment from Planning and Fiscal Bureau to Technical Services Bureau.

Amendments: This Order amends Sections 2/610.03, 3/376.30, 3/376.32, 3/376.40, and 3/376.45 of The Department Manual.

- VI. PERSONAL AND WORK HISTORY CONTINUATION, FORM 1.6.3—ACTIVATED.** The Personal and Work History Continuation, Form 1.6.3, shall be used as a continuation page of the Form 1.6.

Amendment: This Order adds Section 5/1.6.3 to The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

APRIL 16, 1982

SUBJECT: REORGANIZATION OF PROPERTY DIVISION AND REASSIGNMENT OF TECHNICAL SERVICES BUREAU RESPONSIBILITIES

PURPOSE: The reorganization of Property Division has resulted in creation of the Central Property Section and elimination of the Operations Section and Auxiliary Services Section. The Property Claims Detail has been transferred from Technical Services Bureau to Property Division. Additional duties and functions of Technical Services Bureau and Property Division have been realigned to promote greater efficiency.

PROCEDURE:

I. PROPERTY DIVISION—ADDITIONAL FUNCTIONS. Property Division is responsible for:

- * Investigating and disposing of disputed claims for property held in custody by the Department as evidence and non-evidence.
- * Responding to subpoenas duces tecum and legal processes directed to the Property Claims Detail.

II. PROPERTY DIVISION—ORGANIZATION. Property Division is composed of:

- * Central Property Section
- * Valley Property Section

III. CENTRAL PROPERTY SECTION—FUNCTION. Central Property Section is responsible for:

- * Receiving, storing, and issuing evidence and non-evidence property booked or transferred into the Central Property Room at Parker Center.
- * Receiving, storing, issuing, transferring, and disposing of evidence and non-evidence property at the geographic property rooms in the metropolitan Areas and Harbor Area.
- * Assigning ground-floor lockers and issuing locker keys to Department personnel working at Parker Center.
- * Scheduling the use of the three assembly rooms on the ground floor of Parker Center.
- * Assigning and controlling the use of space on bulletin boards located on the ground floor of Parker Center.
- * Conducting and supervising all phases of quarterly public auctions of unclaimed property held at Parker Center.
- * Arranging for the destruction, according to law, of narcotics and dangerous drugs, gambling equipment, weapons, and other contraband held at the Central Property Room.
- * Processing items of unclaimed property approved for Department use and arranging for their transfer to Supply Division.

IV. CENTRAL PROPERTY SECTION—SPECIAL DUTIES. The Central Property Section is responsible for the following special duties:

- A. **Athletic Roster.** Maintaining the Department Athletic Activity Roster, Form 13.14, for officers using the ground floor athletic facility at Parker Center.
- B. **Parker Center Maintenance.** Maintaining the ground floor of Parker Center, including the assembly rooms, coffee room, shower facilities, and personnel locker rooms.
- C. **Special Files.** Maintaining files of the following:
 - * Property in custody.
 - * Property released from custody.

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- * Assembly room assignments.
- * Lockers and keys assigned to Parker Center personnel.
- * Unclaimed property retained for Department use in accordance with Section 52.55, LAMC.
- * Unclaimed property sold at quarterly police auctions at Parker Center and Valley Headquarters Building.
- * Unclaimed and contraband monies transferred to the City General Fund.
- * Firearms destroyed annually in July by the Department.
- * Narcotics destroyed by Central and Valley Property Sections.

V. CENTRAL PROPERTY SECTION—SPECIAL LIAISON. Central Property Section is responsible for maintaining liaison with:

- * **California Department of Justice.** To coordinate activities regarding the destruction of weapons and the disposal of narcotics.
- * **California Highway Patrol.** To coordinate the disposition of evidence booked into Department custody by CHP officers.
- * **Community College Police.** To coordinate the disposition of evidence booked into Department custody by Community College officers.
- * **Rapid Transit District.** To coordinate the disposition of evidence booked into Department custody by RTD security personnel.
- * **Harbor Port Warden.** To coordinate the disposition of evidence booked into Department custody by Port Warden security officers.
- * **State Alcoholic Beverage Control.** To coordinate the disposition of evidence ordered held by the Department of ABC pending review of ABC violations.

VI. VALLEY PROPERTY SECTION—FUNCTIONS. The following functions are deleted from Valley Property Section:

- * Issuing licenses for bicycles released from Valley Property Room.
- * Transporting property transferred from geographic property rooms.

VII. VALLEY PROPERTY SECTION—SPECIAL DUTIES. The Valley Property Section is responsible for the following special duties:

- A. **Athletic Roster.** Maintaining the Department Athletic Activity Roster, Form 13.14, of officers using the ground floor athletic facilities at the Valley Headquarters Building.
- B. **Special Files.** Maintaining files of the following:
 - * Property in custody.
 - * Property released from custody.
 - * Lockers and keys assigned to Valley Headquarters personnel.
 - * Traffic citation books.
 - * Emergency weapons and field equipment issued on a temporary loan basis to Department personnel in the Valley Areas.

VIII. DISPOSITION OF GAMBLING MONEY. Authorization for the disposition of money booked as evidence in connection with a gambling arrest shall be made by the Property Claims Detail or by the court.

Claimants shall be advised to address a written request for the return of such evidence to the Commanding Officer, Property Division.

APRIL 16, 1982

After such evidence has remained in Department custody for three years, it shall be transferred to the City General Fund.

AMENDMENTS:

This Order amends Sections 2/610.03, 2/620.61, 2/650.01, 2/650.08, 2/650.11, 2/650.13, 2/650.31, 2/650.33, 4/565.30 and deletes Sections 2/650.20, 2/650.21, 2/650.23, and 2/650.26 of The Department Manual.

AUDIT RESPONSIBILITY:

The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

A handwritten signature in cursive script, appearing to read "Daryl F. Gates", is written in dark ink.

DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

JUNE 3, 1982

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. OFF-DUTY POSSESSION AND USE OF CHEMICAL IRRITANT SPRAY. The California Penal Code has been amended to allow officers to use chemical irritant sprays off-duty, without State certification, if they have received training through their agency. This Order modifies Department policy on the use of chemical irritant sprays off-duty based on new legislation.

A. Off-duty officers may possess chemical irritant spray provided they have successfully completed the Department-sponsored course of instruction, or possess a valid California State permit for possession of chemical irritant spray. Off-duty officers are not authorized to possess other than the Department-issued chemical irritant spray or California State-approved hand-held aerosol chemical irritant spray.

Note: Officers may obtain the list of California State-approved hand-held chemical irritant sprays from the California Department of Justice or any licensed tear gas vendor.

When an off-duty officer becomes involved in a situation in which chemical irritant spray is used and the officer's occupation as a peace officer is a factor, the officer shall:

- * Complete a Non-lethal Control Device Incident Report (NCDIR).
- * Report the full details of the altercation in a related Department arrest or crime report.
- * Use an Employee's Report, Form 15.7, to report the incident when a crime or arrest report is not required.
- * Ensure that the altercation box on the arrest or crime report is marked and the words "chemical spray" are written next to the box.
- * Submit a copy of the NCDIR, Form 13.30, and any related reports to the officer's supervisor no later than the next regularly scheduled tour of duty.

II. HANDLING OF UNCONSCIOUS PERSONS. Los Angeles Fire Department (LAFD) paramedics are trained medical personnel who are deployed to respond to medical emergencies. According to LAFD policy, unconsciousness is a medical emergency. Paramedics who cannot revive an unconscious person will transport the individual or make contact with a base station hospital for medical advice. This Order provides field officers with guidance for handling unconscious persons, and informs Department personnel about the procedure for obtaining a paramedic supervisor.

A. **Handling of Unconscious Persons.** When an officer encounters an unconscious person who cannot be revived, the officer shall immediately request an ambulance.

The officer shall obtain a copy of the LAFD, Rescue Report, Form-660, from the ambulance paramedics and record the serialized number from the Form-660 on the Daily Field Activities Report (DFAR). If the Form-660 is not retained by another entity, it shall be attached to and remain with the DFAR.

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- B. **Requesting A Paramedic Supervisor.** When a question arises between Department personnel and LAFD paramedics regarding treatment or transportation, an Emergency Medical Service (EMS) supervisor and a Department field supervisor shall be requested via police radio.

Note: EMS supervisors are deployed 24-hours a day, City-wide.

AMENDMENT: This Order adds Section 4/210.33 to The Department Manual.

AUDIT RESPONSIBILITY: Each geographic operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. **COURTESY REPORTS—REVISED.** A decrease in personnel coupled with an increase in workload has made it necessary for the Department to reduce some services in order to improve others. This Order modifies Department policy on the completion of courtesy reports and identifies those circumstances in which such reports may be completed.

POLICY: Generally, crime reports shall not be completed for occurrences outside the City. Department personnel should impress upon a citizen requesting a crime report the importance of an expeditious investigation and the fact that this can only occur if the crime is reported directly to the concerned agency. In those cases where exigent circumstances exist that would make it impractical for a person to report the crime to the concerned agency, a courtesy crime report may be completed, with prior supervisory approval.

Generally, persons requesting a police report for a crime that occurred outside the City of Los Angeles shall be referred to the agency of occurrence. Additionally, the person shall be informed that reporting the crime to the concerned jurisdiction facilitates a more expeditious investigation and eliminates a duplication of effort by the involved departments.

Courtesy reports shall be completed only when all of the following conditions exist:

- * The person reporting is a Los Angeles resident;
- * Exigent circumstances exist (e.g., there is an active mutual aid task force in operation; travel distance to the concerned jurisdiction is extreme);
- * The concerned jurisdiction does not complete a telephonic report; and,
- * Prior approval is obtained from a supervisor or detective.

Note: Courtesy reports shall not be taken telephonically.

AMENDMENTS: This Order amends Sections 1/520.30, 4/220.35 and 5/030.05 of The Department Manual.

AUDIT RESPONSIBILITY: Each concerned Operations Bureau Commanding Officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. CARE AND CUSTODY OF PERSONAL PROPERTY OF JUVENILE ARRESTEES.

The following procedures are established to ensure proper accountability for the property of juvenile arrestees while in the custody of Department employees.

- A. **Processing Juvenile Arrestees.** Employees arresting or processing a juvenile arrestee shall remove all of the subject's personal property. The property shall be itemized in the Property Section of the Booking and Identification Record, Form 5.1, and packaged in an unused polyethylene prisoner bag. The property bag shall be sealed and the prepunched number on the bag recorded in the Property Section of the Form 5.1.

Note. Money shall be placed in a separate coin envelope before being placed in the property bag.

- B. **Non-Detained Juvenile Arrestees.** Employees booking or processing a juvenile arrestee who will *not* be detained shall:

- * Seal Page 3 of the Form 5.1 (Prisoner's Property Identification) inside the subject's property bag;
- * Give Page 4 of the Form 5.1 (Prisoner's Receipt) to the subject; and,
- * When the subject is released, verify the contents of the property bag with the subject and destroy Page 3 and Page 4 of the Form 5.1 after verification of the property.

- C. **Detained Juvenile Arrestees.** Employees booking a subject at a Los Angeles County Probation facility shall:

- * Seal Page 3 of the Form 5.1 (Prisoner's Property Identification) inside the subject's property bag;
- * Give Page 4 of the Form 5.1 (Prisoner's Receipt) to the subject; and,
- * Turn the subject over to Intake and Detention Control, Juvenile Hall, with a copy of the arrest report and the sealed plastic property bag.

AMENDMENTS: This Order adds Section 4/620.11 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this Directive in accordance with the provisions of Department Manual Section 0/080.30.

V. DEACTIVATION OF THE DAILY REPORT OF INVESTIGATING OFFICER, FORM 12.10.

The Daily Report of Investigating Officer, Form 12.10, is deactivated. Office of Operations Order No. 2 of 1980 eliminated the requirement that case-carrying detectives complete the Form 12.10. Detectives desiring to use a bound control log may order the *Boorum and Pease Account Book, Number 66*, listed in the Police Stores Catalogue under Office Supplies (Book Acct, Lines, No index, 300 pgs).

This Order deletes Section 5/12.10 of The Department Manual.

- VI. PRE-ARRAIGNMENT SHOW-UPS—REVISED.** A recent California Supreme Court decision has ruled that an arrestee now has the right to have an attorney present at a pre-arraignment formal show-up.

In the case *People vs Bustamante* (1981), 30 C.A. 3d 88, it was ruled that the requirements which apply to post-arraignment formal show-ups must now be applied to pre-arraignment show-ups. An officer who intends to show an arrestee in a pre-arraignment formal show-up shall inform the arrestee that:

- * The arrestee has the right to have an attorney present during the show-up; AND,
- * If the arrestee so desires and cannot afford one, an attorney will be appointed without charge.

After the admonition has been given, the officer shall:

- * Determine whether the arrestee understands the right to an attorney; AND,
- * Determine whether the arrestee wishes to have an attorney present during the show-up.

If the arrestee requests a private attorney or a public defender, notification to the concerned counsel shall be made as soon as possible in order to give the attorney a reasonable time in which to appear. If the arrestee requests a private attorney, the attorney must be able to appear within 12-24 hours of being notified. If the private attorney cannot appear within that time period, the arrestee shall be advised that:

- * The arrestee does NOT have a right to have that particular attorney present at the show-up; AND,
- * The arrestee may request a public defender at the show-up or the arrestee may appear without counsel; AND,
- * If the arrestee refuses to appear in the show-up, it will be commented on in a court of law.

Formal pre-arraignment show-ups without counsel are permitted only under exigent circumstances wherein the delay caused by providing counsel "would unduly interfere with a prompt and purposeful investigation" or the arrestee waives the right to counsel.

Other Manual sections pertaining to formal show-ups, field show-ups, and photographic identification are not affected by this Order.

AMENDMENTS: This Order eliminates Section 4/735.15 and amends Section 4/735.20 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

VII. BOAT AND BOAT ENGINE REPORTING PROCEDURES—REVISED. This Order revises the procedure for reporting a stolen, lost or recovered boat or boat engine/transmission. The revised procedure has been designed to be compatible with the State-wide Automated Boat System (ABS) and will enable Records and Identification Division personnel to maintain Department interaction with the ABS.

A. Reporting Employee's Responsibilities. Reporting employees shall:

- * Complete a separate Vehicle Investigation, Form 3.7, for *each* boat or boat engine/transmission which is stolen, lost, recovered, found or impounded.
- * Query the Department of Motor Vehicles' (DMV) Vessel Registration File and ABS through the Area/division records unit, prior to contacting the Vehicle Processing Unit (VPU), Records and Identification Division. Reporting employees shall mark the SVS/ABS box upon completion.

B. DR Numbers Required.

- * Each Vehicle Report requires a separate vehicle DR number. If more than one boat or boat engine/transmission is stolen, each requires a separate DR number.

Exception: When an outboard engine(s) is attached to or accompanies a stolen or lost boat, a separate report and separate DR number is *not* required. All information relative to the outboard engine(s) shall be entered in the narrative portion of the report and reported to VPU. When a boat is recovered and a previously reported outboard engine(s) is missing, a Follow-up Investigation, Form 3.14, shall be completed by the concerned detective using the same DR number as the recovered vehicle report.

- * Recovered or found reports shall bear the same DR number as the original stolen or lost report.

C. Completion.

- * Enter the boat's state or country of registration, registration number and year of expiration in the box entitled "LIC No."

Note: There are two types of registration for boats:

- 1) Documented boats are large boats or ships, registered by the United States Coast Guard. Documented boats have an official identifying number permanently marked on the beam.
- 2) Registered boats are registered by the state. The first two letters indicate the state of registration. The California registration number has "CF" as the first two characters. DMV refers to the registration as the "certificate of number".

- * Enter the manufacturer or builder (Chris Craft, Kawasaki, Catalina, etc.) and the use or general design (sailboat, cruiser, jet ski, rowboat, etc.).
- * Enter the primary type or mode of propulsion (inboard, outboard, sail, etc.) in the box entitled "type".
- * Enter the primary colors in the box entitled "color top/bot".
- * Enter the inboard or outboard engine number in the box entitled "engine". If the boat contains an inboard as well as an outboard engine, enter the inboard engine number in the "engine" box and enter the additional outboard engine number(s) in the narrative.
- * Enter the builder's or state-issued hull identification number (BHN) in the box entitled "VIN".
- * Enter the File Control Number and the two character "associate record identifier" if it appears on the teletype in box entitled "FCN".

The following additional information shall be documented in the narrative portion of the report.

- * **Length.** Enter the overall length of the boat expressed to the nearest foot.
- * **Boat Hull Material.** Enter the primary type of material which makes up most of the outer hull of the boat (fiberglass, wood, etc.).
- * **Owner-Applied Name/Number.** Enter the name of the boat and home port. Enter any other owner-applied identification number which is permanently stamped, engraved or welded onto the boat.

JUNE 3, 1982

AMENDMENTS: This Order amends Sections 4/220.10, 4/248.40, 4/248.50, 5/3.1H and 5/3.7 of The Department Manual. The Vehicle Investigation Field Notebook Divider, Form 18.36, will be revised to reflect the changes at the next printing.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

VIII. PROPERTY DISPOSITION REQUEST—REVISED. The Property Disposition Request, Form 10.6, is revised to add a duplicate copy. This copy will be used by property officers as a second disposition request, and as a California Highway Patrol copy (5/10.6-80). Investigating officers originating a Property Disposition Request shall forward the original to the concerned property unit, and may retain the duplicate copy for their records.

Present stock of Property Disposition Requests shall be used until depleted.

AMENDMENT: This Order amends Section 5/10.6 of The Department Manual.

IX. TACTICAL MANUAL—REVISION.

A. Responsibility for Control of Disasters and Other Emergencies-Tactical Planning Section. In preparation for, and during disasters and other emergencies, additional responsibilities have been assigned to Tactical Planning Section personnel. Tactical Planning Section shall:

- * Develop methods for the collection and evaluation of information related to the control of emergencies.
- * Evaluate tactical equipment to be used in the control of disasters and other emergencies.
- * Develop procedures to facilitate liaison with State Office of Emergency Services for law enforcement mutual aid.
- * Maintain Area radiological monitoring kits.
- * Coordinate "Red Flag Alert" notifications with the fire department.
- * Provide specialized assistance to field commanders.
- * Develop and evaluate Department plans for hazardous materials emergencies and provide specialized assistance to field commanders at these emergencies.
- * Conduct announced and unannounced exercises and tests of Department plans for emergency control as directed by the Commanding Officer, Headquarters Uniformed Services Group.

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June 3, 1982

Mobile Command Post Fleet. Maintain the driving proficiency of section personnel for the operations of the Mobile Command Post Fleet vehicles.

Staff Assistance. Provide staff assistance to the following:

- * Counter-Terrorist Task Force.
- * Emergency Operations Board.
- * Labor Advisory Committee.
- * County Emergency Preparedness Commission.
- * County Red Cross Disaster Committee.
- * Emergency Operations Committee.
- * Inter-bureau command post exercises, field exercises, and certain related exercises conducted by public and private agencies.

Reimbursement Statistics. Provide Department UO time card accounting and recordation for federal and state reimbursement.

Training. Train Department personnel in emergency control procedures utilizing Area roll calls, training days, in-service classes, etc.

Special Files. Maintain special files of the following:

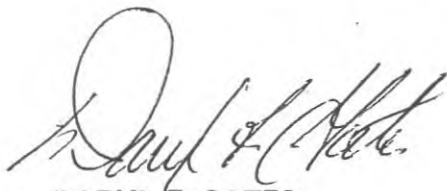
- * Personnel trained in the use of radiological monitoring equipment.
- * Used Temporary Emergency Passes.
- * After-Action Reports.
- * Written Histories of major events.
- * Standing plans for controlling emergencies.
- * Mobilization Plans.
- * Protection of Department Facilities Plans.
- * Air Pollution Emergency Plans.
- * Area Earthquake Response Plans.
- * Area Civil Defense Warning Plans.
- * Area Dam Inundation Plans.

Liaison. Liaise with the Los Angeles Fire Department concerning Department responses to emergencies involving hazardous materials.

AMENDMENT: This Order amends Section A/205.05 of the Tactical Manual.

X. TRANSFER OF EMPLOYEE RELATIONS FUNCTION. The Employee Relations Administrator and the responsibility for employee relation functions has been transferred from Personnel and Training Bureau, Office of Administrative Services, to the Office of the Chief of Police.

AMENDMENTS: This Order amends Section 2/208, 2/307.22, 2/510.03, and adds Section 2/207.80 to The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

JUNE 30, 1982

SUBJECT: USE OF THE SHORT ARREST REPORT

PURPOSE: Special Order 29, 1981, implemented the revised Short Arrest Report, Form 5.2.1. Use of this form has resulted in a considerable savings in work-hours for Jail Division personnel. However, the form has proven to be incompatible with certain automated information gathering systems. Until this form is revised and available through Supply Division, certain information must be added each time the form is completed.

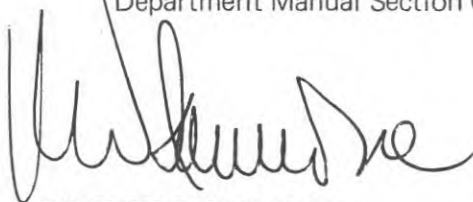
PROCEDURE:

Effective immediately, officers completing the Short Arrest Report shall:

- * Enter the arrestee's age immediately after the date-of-birth; e.g., 11-18-52 (29); and,
- * Enter the reporting district of arrest immediately after the location of arrest; e.g., 608 N. Hill Street (RD 106).

The Records and Identification Division (R&I) copy of the Short Arrest Report shall be forwarded to Automated Information Division for processing, then forwarded to R&I.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



MARVIN D. IANNONE
Acting Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JULY 1, 1982

SUBJECT: REVISED NOTICE TO APPEAR/RELEASE FROM CUSTODY REPORT

PURPOSE: The City Attorney's Office has requested that the Notice To Appear/Release From Custody Report, Form 5.2.2, be revised so that it may be used as a Court Complaint. This requires that the original page be forwarded to the concerned court, and that it contain only information which appears on the copy given to the violator. Also, offenses for which violators will be released from custody without booking do not require crime reports. These two facts indicate that a citation-sized release form and separate continuation page would better serve the purpose intended.

PROCEDURE:

I. NOTICE TO APPEAR/RELEASE FROM CUSTODY REPORT, FORM 5.2.2 —REVISED. This form is revised to contain only the Notice To Appear citation (the left side of the present form). This form is used to cite to court adult violators of:

- * Nontraffic misdemeanors where release is mandated by law; and,
- * Nontraffic infractions (853.5 P.C.); and,
- * Traffic misdemeanors where booking is not required.

Note: A subsequent Special Order will further delineate the violations where release from custody procedures apply.

A checkbox entitled "Booking Required" has been included on the Notice To Appear in compliance with Section 853.6(g) of the Penal Code. This checkbox is not to be marked until further notice.

The title of the Form 5.2.2 is revised to "Notice To Appear." Procedures relative to issuance and disposition of booklets, and corrections and cancellation of related reports are not affected by this Order.

The distribution of the Form 5.2.2 is:

- * Original (white) - Concerned Court (with 5.2.8 copies)
- * Copy (blue) - Violator
- * Copy (pink) - Book

DISTRIBUTION "A"

JULY 1, 1982

- II. RELEASE FROM CUSTODY REPORT (CONTINUATION), FORM 5.2.8 (RFC) —ACTIVATED.** This form is used as a continuation sheet of the Notice to Appear, Form 5.2.2, and may also be used in lieu of a Property Report, Form 10.1, to book evidence to the violator.

After the RFC Report is completed and approved, the Notice To Appear citation shall be placed on the left side of the report for duplication as required by the arrest charge. The original Notice To Appear citation shall then be forwarded with the custodial jailer's (Metropolitan Area) or Deputy City Attorney's (outlying areas) copies of the entire report.

- * **Distribution When Warrant Arrest Included.** Remains as indicated in 5/5.2.2—84.
- * **Distribution When Combined Evidence Report.** A copy of the RFC face sheet (including the Notice To Appear citation information but not including other continuation pages) shall be forwarded with the evidence (Two copies if narcotics are involved.)

FORMS AVAILABILITY:

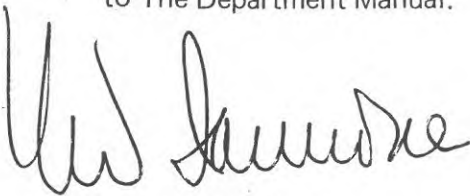
The revised Notice To Appear and the new Release From Custody Report are now available at Supply Division.

Ordering Information:

05.02.2 Notice To Appear Citation	38P	8513	205	P20 (20 books)
05.02.8 RFC Continuation	38P	8513	741	P100

AMENDMENTS:

This Order amends Sections 4/216.25, 4/216.40, 4/216.62, 4/216.65, 4/510.10, 4/520.10, 4/540.70 and 5/5.2.2; deletes Sections 4/213.40 and 4/216.15; and adds Section 5/5.2.8 to The Department Manual.



MARVIN D. IANNONE
Acting Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

AUGUST 17, 1982

SUBJECT: DISTRIBUTION OF THE PRELIMINARY INVESTIGATION REPORT, ARREST REPORT AND PROPERTY REPORT

PURPOSE: Over the years, the distribution of the Preliminary Investigation Report, Arrest Report and Property Report has become complicated, inconsistent and wasteful. This Order standardizes the basic distribution of these reports, affixes responsibility for determining extra copy distribution, and implements the Distribution Guide.

PROCEDURE:

- I. DISTRIBUTION GUIDE—ACTIVATED.** To aid in the distribution of the Preliminary Investigation Report (PIR), Form 3.1, the Arrest Report, Form 5.2, and the Property Report, Form 10.1, the Distribution Guide is activated.

The front of this Guide is for use by reporting employees and supervisors approving reports. It contains an alphabetical listing of circumstances which require extra copy distribution and crimes which are investigated by other than geographic detectives. The back of this Guide is for use by records unit personnel. It contains distribution information relative to specialized detective divisions, outside agencies, shots fired reports and altercation reports.

II. DISTRIBUTION GUIDE—EMPLOYEE'S RESPONSIBILITY.

- A. Employee Booking an Arrestee or Evidence.** An employee booking an arrestee or evidence shall ensure that the correct investigative unit designation is entered in the space provided on the appropriate reports.
- B. Supervisor Approving Report.** Prior to approval of a PIR, Arrest Report or Property Report, the *supervisor approving* the report shall indicate appropriate extra copy distribution in the space provided on the form.
- Note:** The Property Report will be revised to add an "Extra Copies" space in the lower left margin. Until that revision is made the approving supervisor shall enter the extra copy information in the lower left margin.
- C. Records Unit Employee.** *Records unit employees* distributing PIRs, Arrest Reports and Property Reports shall distribute extra copies as indicated in the left margin of the reports. Distributions to specialized detective divisions shall be limited to those crimes listed under the Specialized Detective Divisions Section of the Distribution Guide.

- III. DISTRIBUTION.** The basic distribution of the PIR, Arrest Report and Property Report is amended as indicated in Attachment 2 of this Order.

FORMS AVAILABILITY: The Distribution Guide will be included in the Department Manual Section 5/030.66. Cardstock copies will also be forwarded to Areas and concerned divisions within the next few weeks. A copy of the Distribution Guide is included as Attachment 1 of this Order and should be used as a master copy until cardstock guides are available.

AMENDMENTS: This Order adds Sections 5/030.61, 5/030.66, 5/3.1-80, 5/3.1-81 and 5/3.1-82; amends Sections 5/3.1-10, 5/5.2-80 through 88 and 5/10.1-80; and deletes Sections 5/3.1A-80, 5/3.1B-80, 5/3.1C-80 through 92, 5/3.1D-80 through 86, 5/3.1E-80 and 82, 5/3.1G-80, 5/3.1H-80 and 82, 5/10.1-12, and 5/10.1-82 through 94 of The Department Manual.

AUDIT RESPONSIBILITY: Commanding officers, Geographic bureaus and Operations Headquarters Bureau shall monitor compliance with this directive, in accordance with the provisions of Department Manual section 0/080.30.

ATTACHMENT: (2)

W. D. Moore FOR

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

DISTRIBUTION GUIDE - FOR REPORTING EMPLOYEES/SUPERVISORS PIR, ARREST AND PROPERTY REPORTS

EXTRA COPIES-

ABC licensed premises, any arrest on	ABC
Alcohol, untaxed	Treasury Department
Airline tickets or validation equipment involved	BFD (Not required if Forgery arrest)
Air Support assists with arrest	ASD
Altercation, Dept. employment a factor	Check box or print ALTERCATION
Asian involved as suspect or victim	Asian Task Force
Attack on policeman, fireman, or public building	PDID
Badge or ID card, Dept., involved	Personnel Division (PCU)
Badge, Special Officer's, involved	CID
Bank involved	FBI
Bullet or cartridge case, discharged, bkd. as evidence	SID
Checks, checkwriting equip., credit card involved	BFD, plus OVB Forgery if OVB occurrence, or WLA dets. if WLA/Pacific occur. (Not req. if Forgery arrest)
Child abuse	DPSS
Consular officers and property	OSS, USG, PDID, Press Relations-OCOP
Counterfeiting (PIR or Property Rpt. with no arrest)	Secret Service
County property stolen	LASO
Dept. property lost/stolen/recovered	Supply Division
Destructive devices, unlawful possession of (Bombs, incendiary devices, etc.)	PDID
Disturbing peace of public meetings or schools	PDID
DUI, refused chemical tests	Traffic Auditor
Failing to register (290PC/11590H&S)	See footnote at bottom
Firearms (illegal), possession of	PDID
Firearms, lost/stolen/booked	R&I Crime & Prop. TT Supv., and DHD Gun Detail. If Dept- issued, also indicate copy for Ordnance Unit, Trng. Div.
Five thousand dollars, property in excess of involved	FBI
Gang related, gang member involved	DSD & CRASH Unit
Gypsy involved as suspect or victim	BFD
Identifiable property lost/stolen	BAD
Impersonating an officer involved	BFD
Labor dispute/strike involved	LRD
Lost Report where pickpocket is probable crime	BFD
Metropolitan Division, any arrest by and related reports	Metro (4 copies)
Narcotics, stolen or booked	Narcotics Division
Police Commission permittee arrested or premises involved (pay pkg. lot, pawn shop, 2nd hand dlr. etc)	CID
Prescription forms, blank, lost/stolen/recovered	BFD, plus OVB Forgery if OVB occur. (Not req. if Forgery arrest)
Public Utilities driver (incl. taxi) arrested for any charge (on or off duty)	Operations Bureau (2 copies)
Racial, religious, ethnic overtones	PDID
RTD involved, report taken by LAPD	RTD
Reserve Officer arrested	Personnel Division (with Dept. equipment)
Sex crime with juvenile victim or suspect	Juvenile Division (SECU)
Sex involved, adult or juvenile (not prostitution)	RHD
Shots Fired	Check box or print SHOTS FIRED
Special Officer arrested	CID (with ID)
Youth serving agency employee (school teacher, scout leader, etc.) involved in sex crime, or involved in any crime with juvenile victim	Juvenile Division

* If Failing To Register filing is sought, have Record Unit TT to R&I to forward record abstract to Jail Division (if Metro arrest) or to the Dep. CA of the concerned court (if Outlying arrest).

INVESTIGATIVE UNITS other than geographic detectives. These units handle both adults & juveniles, unless otherwise indicated. GTA/10851VC arrests are handled by dets. in Area stolen; juv. runaways are handled by dets. in Area of residence.

Arson	Arson Unit, LAFD	Fugitive	DSD
Bombing, or threat of	DSD (CCS)	Narcotic (Adult felony)	Narcotic Unit of occur.
Bookmaking	AVD (or geog. vice If Harbor, WLA, Pacific or OBV occurrence.)	Narcotic (Juv. felony/misd.)	Juv. Narc. Unit of occur.
Child abuse - susp. is parent, guardian, etc.	Juvenile Division (ACU)	Traffic (Adult felony or Juv. felony/misdemeanor)	AIFU
Counterfeiting	BFD	Vice felony (other than Bkmg. in Metropolitan area)	Geographic vice
Forgery	BFD (or OVB Forgery if OVB, or WLA dets. If WLA/Pac. occur.)	Warrant, felony (other than LAPD warrant)	DSD (Fugitive)

DISTRIBUTION GUIDE – FOR RECORD UNITS

5/030.66 A

SPECIALIZED DETECTIVE DIVISION -

Auto Theft	BAD	Homicide	RHD
Bunco/Fortune Telling	BFD	Narcotics, Adult furnishing to minor	Juvenile Narcotic Unit
Burglary (2 copies)	BAD	Narcotic Arrests, Felony & Misd.	Narcotic Div., Attn: NIN
Carrying Concealed	RHD	Pickpocket	BFD
Weapon (Ex-con)		Pimping, Pandering PIRs	AVD
Extortion	RHD	Receiving Stolen Property	BAD
Failing To Disperse	PDID	Riot, Rout	PDID
Forgery (if handled	BFD	Robbery	RHD
by OVB or WLA)		Shoplift	BAD
Grand Theft (All types)	BAD		

OUTSIDE AGENCIES -

ABC	ABC
DPSS (Child abuse)	DPSS, MacLaren Hall, 4024 N. Durfee Av., El Monte, CA. 91731
	ATTN: Inquiry & Referral
FBI	FBI
LASO	LASO, Detective Headquarters Bureau, 211 W. Temple St.
RTD	Transit Police, 425 S. Main St., L.A., CA. 90013
Secret Service	US Secret Service, 300 No. Los Angeles St., Room 4324, L.A., CA. 90012
Treasury Dept.	US Treasury Dept., ATF Bureau, PO Box 1991, Main Office, L.A., CA 90053

ALTERCATIONS -

Copy to Employee's CO, Employee's Bureau CO, and CO, Training Division. If Special Officer involved, also send copy to Police Commission.

SHOTS FIRED -

Copy to Detective Division, Area of Occurrence; CO, Training Division, PLUS:

- * If LAPD officer involved - COs of officer and officer's Bureau; IAD; OHB Detective Services Group; and OCOP.
- * If Special Officer involved - Police Commission.
- * If Homicide involved and not distributed above - Concerned Bureau CO and CO of OHB Detective Services Group.

DISTRIBUTION OF P.I.R.

5/3.1-80 GENERAL	5/3.1-81 ARSON	5/3.1-82 BOMBING/BOMB THREAT
Orig. R&I CMRS (with ADRIS printout)	Orig. R&I CMRS (with ADRIS printout)	Orig. R&I CMRS (with ADRIS printout)
1 AID	2 Arson Unit, LAFD (Stop 250)	1 AID
1 Record Unit	1 Record Unit	1 Record Unit
1 Specialized Detective Division (2 to BAD if 459)	1 Analytical	1 DSD
1 Analytical Invest. Unit (or Area Dets. if misd.)	1 OCID If combined with other crime	1 PDID
2 If no suspect in custody	2 Area Detectives	1 DOJ Threat Analysis Center, PO Box 13357, Sacra., CA 95813
5 If felony suspect in custody	1 Specialized Detective Division	
0 If misdemeanor suspect in custody		
EXTRA COPY DISTRIBUTION - As indicated on report.		
ADDITIONAL DISTRIBUTION - As approved by Area/Division CO:		

DISTRIBUTION OF PROPERTY REPORT

5/10.1-80	Orig. R&I CMRS (with ADRIS printout)
	1 Property Room, attached to evidence (Responsibility of reporting employee. 2 copies are required if firearms or narcotics are booked, or if blood or urine is booked within OVB.)
	1 Record Unit
	2 Investigative Unit (or Area Dets. if Misd.) (5 if felony suspect in custody)
EXTRA COPY DISTRIBUTION - As indicated on report.	
ADDITIONAL DISTRIBUTION - As approved by Area/Division CO:	

DISTRIBUTION OF ARREST REPORT

ADULT

<p>5/5.2-80</p> <p>FELONY or Ofcr. Involved 148/243/415 PC (except Vice)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">Orig.</td> <td style="width: 90%;">R&I Ident.</td> </tr> <tr> <td>5</td> <td>Investigative Unit</td> </tr> <tr> <td>1</td> <td>Specialized Detective Division</td> </tr> <tr> <td>1</td> <td>Record Unit</td> </tr> <tr> <td>1</td> <td>Jail Division (if booked into Jail Division)</td> </tr> </table> <p>plus, if COMBINED CRIME & ARREST REPORT:</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">1</td> <td style="width: 90%;">R&I CMRS (with ADRIS printout)</td> </tr> <tr> <td>1</td> <td>AID</td> </tr> <tr> <td>1</td> <td>Analytical</td> </tr> </table>	Orig.	R&I Ident.	5	Investigative Unit	1	Specialized Detective Division	1	Record Unit	1	Jail Division (if booked into Jail Division)	1	R&I CMRS (with ADRIS printout)	1	AID	1	Analytical	<p>5/5.2-80</p> <p>MISDEMEANOR (Except Vice)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">Orig.</td> <td style="width: 90%;">R&I Ident.</td> </tr> <tr> <td>1</td> <td>Record Unit</td> </tr> <tr> <td>1</td> <td>Area Detective (Except V.C. violations)</td> </tr> <tr> <td>3</td> <td>Custodial Jailer (Metro); Deputy CA, concerned court (Outlying); Jail Div. (County Booking); or BFD, if warrant arrest for 470/475/476/484e-i/532 PC.</td> </tr> </table> <p>plus, if COMBINED CRIME & ARREST REPORT:</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">1</td> <td style="width: 90%;">R&I CMRS (with ADRIS printout)</td> </tr> <tr> <td>1</td> <td>AID</td> </tr> <tr> <td>1</td> <td>Analytical</td> </tr> </table>	Orig.	R&I Ident.	1	Record Unit	1	Area Detective (Except V.C. violations)	3	Custodial Jailer (Metro); Deputy CA, concerned court (Outlying); Jail Div. (County Booking); or BFD, if warrant arrest for 470/475/476/484e-i/532 PC.	1	R&I CMRS (with ADRIS printout)	1	AID	1	Analytical				
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JUVENILE

<p>5/5.2-88</p> <p>BEFORE DISPOSITION:</p>	<table style="width: 100%;"> <tr> <td style="width: 10%;">Orig. & 1</td> <td style="width: 90%;">Investigative Unit</td> </tr> <tr> <td>1</td> <td>Specialized Detective Division</td> </tr> <tr> <td>1</td> <td>Record Unit(s) of Arrest & Invest.</td> </tr> </table>	Orig. & 1	Investigative Unit	1	Specialized Detective Division	1	Record Unit(s) of Arrest & Invest.	<p>plus, if COMBINED CRIME & ARREST REPORT:</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">1</td> <td style="width: 90%;">R&I CMRS (with ADRIS printout)</td> </tr> <tr> <td>1</td> <td>AID (Full copy)</td> </tr> <tr> <td>1</td> <td>Analytical</td> </tr> </table>	1	R&I CMRS (with ADRIS printout)	1	AID (Full copy)	1	Analytical
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1	Analytical													
<p>EXTRA COPY DISTRIBUTION - As indicated on report.</p>														
<p>AFTER DISPOSITION: Orig. - Retained by Invest. Unit; 1 - AID (Arrest face sheet only); Orig. 5.9 - R&I Juvenile Records plus, if disposition is:</p> <ul style="list-style-type: none"> * 601/602 WIC Released Petition Request or Case Referred to Probation - 4 copies of all related reports and the affidavit to County Probation Juvenile Records, Hall of Records, Room 360, 320 West Temple Street. * 601/602 WIC Detained Petition Request (Except non-warrant 602 misds.) - 4 copies of all related reports and the affidavit to Petition Control Detail, Juvenile Division. NOTE: Petitions not received by Juvenile Division by 0830 on the date due to Probation must be hand-carried to Probation by an employee of the investigative division. (Call IDC first.) * Non-Warrant 602 WIC Misd. Detain Petition Request - 4 copies of all related reports and the affidavit hand-carried to Probation by an employee of the investigative division. (Call IDC first.) * 300 WIC Petition Request or Case Referred to DPSS - 3 copies of all related reports, plus original and one copy of the affidavit, to Petition Control Detail, Juvenile Division. NOTE: Petitions not received by Juvenile Division by 0800 on the date due to DPSS must be hand-carried to MacLaren Hall by an employee of the investigative division. * Case Referred to Juvenile Traffic Court - Court copy of Personal Service Citation and one copy of the Arrest Report to Traffic Court Liaison, 1945 South Hill Street. Forward the third page of the citation to AID with their copy of the Arrest Report face sheet. * All other Dispositions (C&R, Action Suspended, Proved Adult, Exonerated-Innocent, Released-Insufficient Evidence, etc.) - Forward copies of reports, when appropriate, to other juvenile justice agencies involved in the disposition. NOTE: If referred to Community Service, forward an additional copy of the Arrest Report face sheet to the Petition Control Detail. 														
<p>ADDITIONAL DISTRIBUTION - As approved by Area/Division CO:</p>														

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

AUGUST 26, 1982


SUBJECT: HUMAN RESOURCES DEVELOPMENT COMMITTEE

PURPOSE: This Order establishes the Human Resources Development (HRD) Committee. The Committee is established to support (1) alignment of all Department employees on the purpose of the Los Angeles Police Department; (2) a people-oriented managerial environment; (3) an expanded sense of personal responsibility for the well-being of the Department and the community; and (4) increased participation of all employees in management of the Department, with particular emphasis on open communication, trust, and full self-expression.

PROCEDURE:

- I. **RESPONSIBILITIES.** The Human Resources Development Committee shall be responsible for developing and coordinating the Department's Human Resources Development Program and serving the Chief of Police as a steering committee on all Human Resources Development related matters.
- II. **MEMBERSHIP.** The Committee shall be comprised of:
 - * The Chairperson, appointed by the Chief of Police.
 - * Other members appointed according to rules established by the Human Resources Development Committee and approved by the Chief of Police.
- III. **REVIEWING OFFICER.** The Chief of Police is the reviewing officer on all matters within the jurisdiction of the Human Resources Development Committee.

AMENDMENT: This Order adds Section 2/093.70 to The Department Manual.

 FOR
DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

SEPTEMBER 16, 1982

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. **JUVENILE RELEASE PROCEDURES—REVISED.** This Order standardizes Department procedures for the release of juveniles to comply with provisions of Welfare and Institutions Code Sections 625, 626, and 628.

A. **Release of Juveniles Taken into Custody.** Juveniles who have been taken into temporary custody by members of this Department and are qualified for release under provisions of the Welfare and Institutions Code shall only be released to one of the following persons:

- * The juvenile's parent;
- * The juvenile's guardian; or,
- * A responsible relative of the juvenile.

AMENDMENT: This Order amends Section 4/218.66 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. **EXTORTION INVESTIGATION - INVESTIGATIVE RESPONSIBILITIES OF ROBBERY-HOMICIDE DIVISION—REVISED.** A recent review of the investigative responsibilities of Robbery-Homicide Division has revealed the need for a revision in extortion investigation responsibilities as delineated in Special Order No. 22, 1981.

A. **Extortion Investigation Responsibilities—Robbery-Homicide Division.** Robbery-Homicide Division shall be responsible for the investigation of extortion or threat of extortion when:

- * A prolonged investigation is required and the extortion does *not* involve a juvenile as the suspect or victim and the suspect has threatened to do unlawful injury to the person or property of another; or,
- * The extortion, by any means including explosives, involves an adult or juvenile victim or suspect and the extortion is directed against a bank, bank employee, bank messenger, federally insured credit union, savings and loan institution, or armored car.

AMENDMENT: This Order amends Sections 2/1045.01, 2/1045.21, and 2/1045.41 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. **CANINE (K-9) UNIT—ACTIVATED.** This Order activates the Department's Canine Unit and establishes it as part of Metropolitan Division. The Canine Unit may be utilized in searches of buildings and large areas for suspects.

A. **Request for Canine Unit.** The Canine Unit is normally available from 1800 hours to 0600 hours. When Department personnel determine there is a need for the services of a canine unit, requests shall be made via radio through Communications Division or by telephonically contacting Metropolitan Division.

Between the hours of 0600 and 1800, call-out requests shall be made telephonically to Metropolitan Division and shall include specific information concerning the circumstances.

AMENDMENT: This Order amends Sections 2/1034.01 and 2/1034.03 and adds Section 4/201.47 to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Metropolitan Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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IV. REVISION OF THE NARCOTICS REPORT, FORM 3.19. This Order revises the reporting and follow-up procedures for completion of the revised Narcotics Report, Form 3.19.

- A. **Narcotics Report, Form 3.19—Revised.** The Narcotics Report, Form 3.19, has been revised. The revised forms are available through Supply Division. They should be ordered and placed in use without delay.
- B. **Completion Procedures.** Department personnel aware of narcotics activity inside the City shall complete the Narcotics Report, Form 3.19, and forward the original to the concerned Bureau Field Enforcement Section, Narcotics Division. When the Form 3.19 is completed for narcotics activity outside the City, the original shall be forwarded to the Commanding Officer, Narcotics Division.
- ✓ C. **DR Number Issuance.** DR numbers for the Narcotics Report, Form 3.19, shall be obtained from the Narcotics Information Network (NIN) Unit, Narcotics Division. Records and Identification Division shall provide Narcotics Division blocks of Narcotics DR numbers as requested. Narcotics Report DR numbers shall **not** be cross-referenced on related reports.

Note: NIN is closed on weekends and between 2400 and 0800 hours weekdays.

D. Completion of Narcotics Report, Form 3.19, When Abatement Proceedings are Initiated.

1. When a narcotics complaint reported on a Narcotics Report, Form 3.19, results in the initiation of an abatement proceeding, the investigating officer shall immediately complete a Narcotics Report, Form 3.19 (close-out), using the "closed by abatement" category, stating "closed pending abatement" in the narrative. A Narcotics Report, Form 3.19, shall be completed quarterly from the date the abatement procedure is initiated, until the case is concluded.

Note: Before abatement proceedings are initiated, Narcotics Division personnel shall contact the Vice/Narcotic Civil Abatement Coordination Team at 485-3161.

2. Upon conclusion of abatement proceedings, a Narcotics Report, Form 3.19 (follow-up), shall be completed to summarize the final results of the investigation.

E. Distribution—Revised.

Distribution—Original Complaint.

- 1 — Original, OIC, Concerned Bureau Field Enforcement Section.
- 1 — Commanding Officer, Field Enforcement Section, Narcotics Division.
- 1 — Concerned Bureau Field Enforcement Section, Control Unit.

3 — TOTAL

Distribution—Close-Out.

- 1 — Original, Commanding Officer, Field Enforcement Section, Narcotics Division.
- 1 — Concerned Bureau Field Enforcement Section, Control Unit.

2 — TOTAL

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Distribution—Outside

- 1 — Original, Commanding Officer, Field Enforcement Section, Narcotics Division
- 1 — Department Narcotics Coordinator

2 — TOTAL

Distribution—Juvenile Suspect

- 1 — Original, Commanding Officer, Field Enforcement Section, Narcotics Division
- 4 — Commanding Officer, Juvenile Division

5 — TOTAL

AMENDMENT: This Order amends Sections 5/3.19-10, 5/3.19-12, 5/3.19-80, 5/3.19-82, 5/3.19-83, 5/3.19-84 and adds Section 5/3.19-15 to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. **PROCESSING FEDERAL DETAINEES—REVISED.** Department policy permits officers from federal law enforcement agencies to temporarily detain their arrestees in Department jail facilities. Current Department procedure requires that these "enroute" bookings be processed completely, including fingerprints, photographs, and issuance of booking numbers. There is no legal requirement that these arrestees be booked and processed.

Effective immediately, whenever jail personnel receive federal arrestees for temporary detention, they shall not be booked or processed. The Short Arrest Report, Form 5.02.1, shall be utilized to record the jail's acceptance of temporary federal detainees. The Form has been revised to include a checkbox marked "Temporary Detention For" and "Charge." This box shall be marked whenever the concerned jail receives temporary detainees.

Note: Identification thumb and four finger flat prints shall be obtained on the reverse side of the Short Arrest Report's Custody Record at the time of intake and when released to federal authorities.

Temporary federal detainees shall not be photographed, fingerprinted, or issued booking numbers.

Distribution of the Short Arrest Report, Form 5.02.1, remains the same.

AMENDMENT: This Order amends Section 4/606.03 of The Department Manual

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

DISTRIBUTION "A"

SEPTEMBER 16, 1982

VI. DR NUMBERS FOR DEATH INVESTIGATIONS. The purpose of this Order is to clarify the number of reports and DR numbers required when completing a Death Investigation Report, Form 3.11.

When completing a death investigation, reports shall be completed and DR numbers obtained in the following manner:

* Each death requires a separate report.

* Each report shall bear a separate DR number.

Exception: When multiple deaths occur as the result of a traffic accident, all reports shall bear the same DR number as the traffic reports.

* When multiple deaths occur as the result of a non-traffic related incident, each death report shall include all connecting DR numbers in the narrative portion of the report.

* When death results from an illness or injury previously reported on another type of report for which a DR number was issued, the death report shall bear the same DR number as the previous report.

Exception: If the original crime has been cleared prior to the victim dying as a result of the crime, or if the death occurs in a calendar year subsequent to that in which the original incident was reported, the report shall be assigned a new DR number.

AMENDMENT: This Order amends Section 5/3.11-16 of The Department Manual and the Field Notebook Divider—Death Investigations, Form 18.37.1.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

OCTOBER 6, 1982

SUBJECT: REORGANIZATION OF THE OFFICE OF ADMINISTRATIVE SERVICES

PURPOSE: This Order reorganizes the Office of Administrative Services and redesignates several organizational entities within the Office of Administrative Services.

PROCEDURE:

- I. PLANNING AND FISCAL BUREAU—DEACTIVATED.** Planning and Fiscal Bureau is deactivated.
- II. TECHNICAL SERVICES BUREAU—DEACTIVATED.** Technical Services Bureau is deactivated.
- III. SUPPORT SERVICES BUREAU—ACTIVATED.** Support Services Bureau is activated within the Office of Administrative Services and consists of the following:

A. Auxiliary Services Group.

- * Jail Division
- * Scientific Investigation Division
- * Planning and Research Division

B. Automation and Communications Group.

- * Communications Division
- * Automated Information Division
- * Emergency Command Control Communications System Division
- * Records and Identification Division

Support Services Bureau shall also be responsible for:

- * Liaison with the Los Angeles City General Plan Advisory Board and the Bureau of Engineering.
- * Maintaining special files on arrestees and other jail-related matters.
- * Establishing policies for, and auditing of, the Prisoners' Welfare Fund.
- * Processing all requests for installation, extension, or removal of Department telephone, teletype, and Gamewell equipment.

- IV. PERSONNEL AND TRAINING BUREAU.** Personnel and Training Bureau shall assume the following additional duties:

- * Maintaining the Department Uniform and Personal Equipment Specifications Manual.
- * Maintaining special files on the findings and recommendations of the Uniform Committee.
- * All other uniform related matters.

- V. FISCAL SUPPORT BUREAU—ACTIVATED.** The Fiscal Support Bureau is activated within the Office of Administrative Services and consists of the following:

- * Fiscal Operations Division
- * Supply Division
- * Property Division
- * Motor Transport Division

DISTRIBUTION "A"

Fiscal Support Bureau shall also be responsible for:

- * Fiscal responsibilities including but not limited to the processing of claims for reimbursement for employee-furnished equipment; the replacement or repair of City-owned equipment; and the processing and approving of personal expense statements.
- * Property claims
- * Vending machines on police premises
- * Complaints against Public Works employees
- * Parker Center parking permits
- * Liaison with Building Services Division, Department of General Services
- * Fleet Control Unit
- * Responding to subpoenas duces tecum directed to the Property Claims Officer.

VI. RADIO DESIGNATIONS. The radio unit designations for the redesignated entities shall be:

- * Staff 12 Commanding Officer, Support Services Bureau
- * Staff 12A Commanding Officer, Automation and Communications Group, Support Services Bureau
- * Staff 12B Commanding Officer, Auxiliary Services Group, Support Services Bureau
- * Staff 13 Commanding Officer, Fiscal Support Bureau

VII. CORRESPONDENCE NUMBERS AND SYMBOLS. Correspondence numbers and symbols for entities affected by this Order are assigned as follows:

1.9	Support Services Bureau	SSB
9.1	Auxiliary Services Group	ASG
9.1.1	Jail Division	JD
9.1.2	Scientific Investigation Division	SID
9.1.3	Planning and Research Division	PRD
9.2	Automation and Communications Group	ACG
9.2.1	Communications Division	CD
9.2.2	Automated Information Division	AID
9.2.3	Emergency Command Control	
	Communications System Division	ECCCS
9.2.4	Records and Identification Division	R&I
1.10	Fiscal Support Bureau	FSB
10.1	Fiscal Operations Division	FOD
10.2	Supply Division	SD
10.3	Property Division	PD
10.4	Motor Transport Division	MTD

VIII. AUTHORITIES, BOARDS, AND COMMITTEES—REVISED. The following Authorities, Boards, and Committees membership shall be revised as listed.

A. The ECCCS Review Authority. The ECCCS Review Authority membership shall consist of:

- * Commanding Officer, Support Services Bureau, as Chairman.
- * Commanding Officer, Operations-Headquarters Bureau.
- * Commanding Officer, Operations-Valley Bureau.
- * Assistant to the Director, Office of Operations.

DISTRIBUTION "A"

- B. **The Fiscal Review Board.** The Fiscal Review Board membership shall consist of:
- * The Commanding Officer, Fiscal Support Bureau, as Chairman.
 - * The Commanding Officer, Bureau of Special Investigation.
 - * A bureau commanding officer from the Office of Operations, appointed by the Director, Office of Operations.
- C. **The Uniform Committee.** The Uniform Committee membership shall consist of:
- * The Commanding Officer, Personnel and Training Bureau, as Chairman.
 - * Two bureau commanding officers from the Office of Operations, to be appointed by the Director, Office of Operations.
- D. **The Home-Garaging Committee.** The Home-Garaging Committee membership shall consist of:
- * The Commanding Officer, Support Services Bureau, as Chairman.
 - * One bureau commanding officer from the Office of Operations, to be selected by the Chief of Police.
 - * One bureau commanding officer from the Office of Special Services, to be selected by the Chief of Police.
- E. **The Police Facilities Committee.** The Police Facilities Committee membership shall consist of:
- * The Commanding Officer, Support Services Bureau, as Chairman.
 - * The Commanding Officer, Bureau of Special Investigation.
 - * The Commanding Officer, Fiscal Support Bureau.
 - * One operations bureau commanding officer, to be selected by the Director, Office of Operations.

IX. FUNCTIONS AND DUTIES OF THE OFFICE OF ADMINISTRATIVE SERVICES.

This Order does not change the duties or functions of the involved divisions. Personnel should note the new table of organization and ensure that communications are directed to the appropriate bureau, group or division.

AMENDMENTS: The appropriate amendments to the Department Manual will be published at a later date.

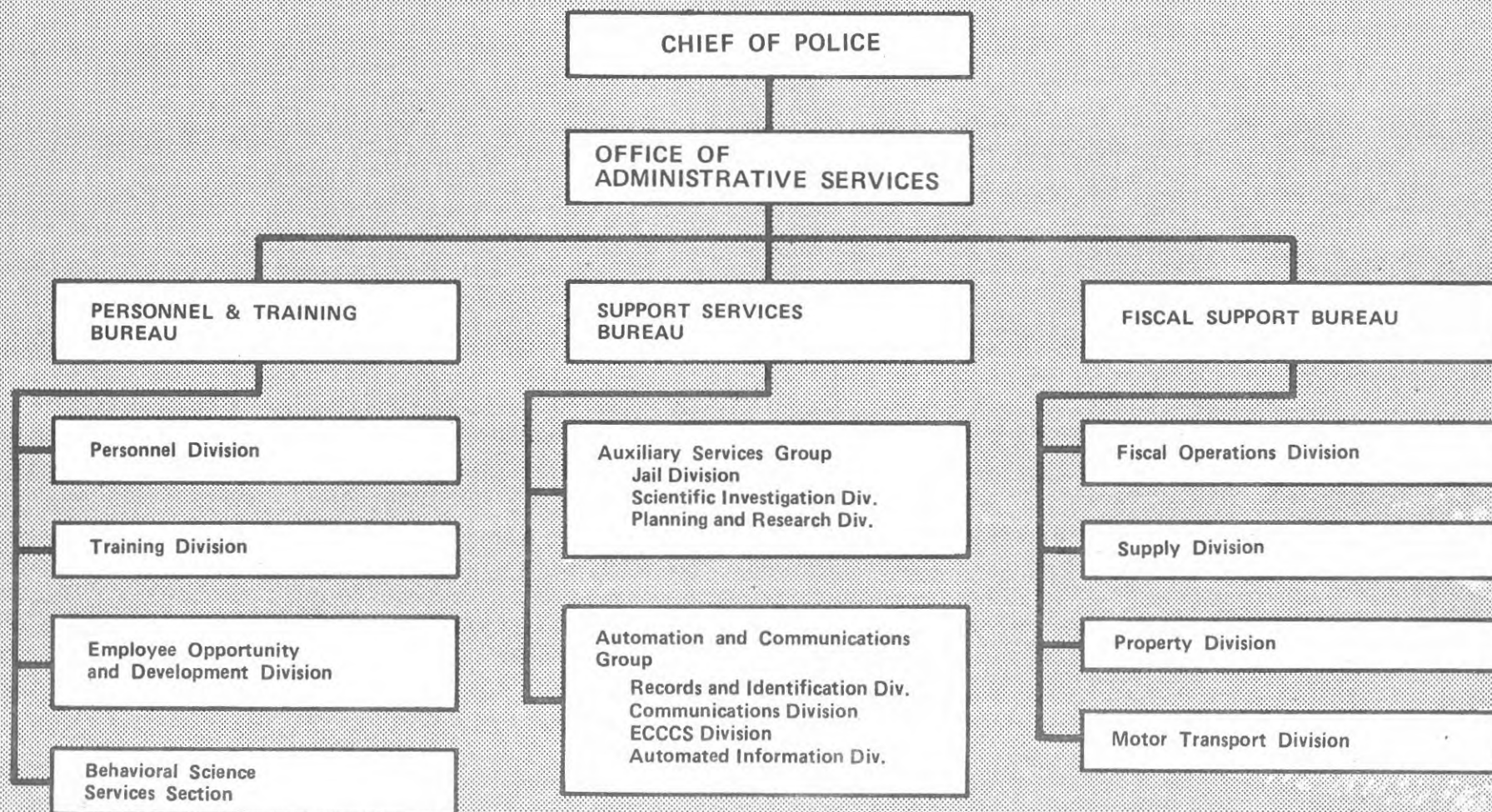
ATTACHMENT: Attached to this Order is an organizational chart depicting the Office of Administrative Services.



**MARVIN D. IANNONE, Assistant Chief
Acting Chief of Police**

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Organization of the OFFICE OF ADMINISTRATIVE SERVICES



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

OCTOBER 15, 1982

SUBJECT: FIREARMS SPECIFICATIONS—REVISED

PURPOSE: This Order amends The Department Manual to include revised firearms specifications. Additionally, it modifies the primary weapon requirement for employees in non-field assignments, deactivates the Department Armorer Approval Card, Form 1.14.2, and clarifies procedures dealing with the registration and approval of firearms to be carried by sworn personnel by virtue of their employment as peace officers.

PROCEDURE:

I. FIREARM SPECIFICATIONS—GENERAL

A. Primary Weapon

Type: Revolver

Manufacturer: Smith and Wesson

Exception: Colt revolvers may be carried by officers appointed prior to August, 1960, or by officers who were issued and still possess a City-owned six inch revolver and are assigned to plainclothes duty.

Frame: Steel only

Note: Primary or additional weapons shall not be manufactured of air-weight or light-weight metals.

Caliber: .38 Special

Finish: Blue steel or stainless steel

Barrel Length: Four or six inch

Barrel Diameter: Not to exceed 15/16 of an inch

Bull Barrel: Optional on privately-owned revolvers, but prohibited on City-owned revolvers, unless the modification was completed and the weapon registered with the Department Armorer prior to June 14, 1979.

Sights: Adjustable or fixed rear sight and fixed front sight. Full ramp sights are prohibited.

Action: Double action only

Cylinder: Steel, six shot

Hammer Spur: Exposed and unaltered

Safety Device: Unaltered hammer-block safety

Grips: Black or darker tones of brown, no ornamentation except checkering or the manufacturer's insignia.

Trigger Shoe: Prohibited.

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- B. **Additional Weapon.** An additional weapon, carried on-duty, shall be concealed and conform to the specifications for a primary weapon, with the following exceptions:

Manufacturer: Smith and Wesson or Colt
Barrel Length: Not less than two inches
Cylinder: Five or six shot

II. FIREARMS SPECIFICATIONS—ON-DUTY

- A. **Uniformed Personnel.** Personnel, on-duty in uniform, shall carry a four or six inch primary weapon in the uniform holster attached to the equipment belt.

Exception: Uniformed personnel in an assignment that does not involve physical contact with the public may carry a revolver that meets the specifications of an additional weapon as their primary weapon with the prior approval of the concerned bureau commanding officer.

- B. **Detective Personnel.** Personnel classified as case-carrying detectives shall carry, while on-duty, an authorized four or six inch primary weapon, concealed and in a holster.

Exception: Revolvers with two inch barrels and steel frames, which were purchased and approved by the Department Armorer prior to November 21, 1967, may be carried by plainclothes officers as a primary weapon.

- C. **Staff and Non-Field Assignment—Firearms.** Plainclothes officers in the following assignments may carry a revolver, in a holster, that meets the specifications for an additional weapon as their primary weapon with the prior approval of the concerned bureau commanding officer:

* Staff

* An assignment that does not involve physical contact with the public in field situations.

- D. **Special Duties—Firearms.** Officers assigned "Special Duties" may carry firearms consistent with their particular assignment with prior approval from their commanding officer. Bureau commanding officers shall have audit responsibilities to ensure compliance.

Example: Special duties may include, but are not limited to, SWAT, Detective Support Division, vice and narcotics.

III. FIREARMS SPECIFICATIONS—OFF-DUTY. A concealable firearm carried by an off-duty officer by virtue of his employment as a peace officer shall be limited to those weapons authorized by, and registered with, the Department for carrying on-duty as either a primary or additional weapon.

IV. REPAIR AND MODIFICATION. Repairs and alterations to City-owned firearms, including removal of side-plates or modification of finish, shall be completed by the Department Armorer. Any repairs or modifications of privately-owned concealable weapons which are to be carried either on or off-duty shall be inspected by the Department Armorer.

V. REGISTRATION OF CONCEALABLE FIREARMS WITH DEPARTMENT OF JUSTICE. An officer shall immediately complete and forward to the Gun Detail, Detective Headquarters Division, a Firearm Purchase or Registration Report, Form 12.49, for each concealable firearm carried or intended to be carried on or off-duty by virtue of peace officer status, when such firearm comes into or leaves the officer's ownership, possession or control.

VI. INSPECTION AND REGISTRATION OF CONCEALABLE FIREARMS WITH THE DEPARTMENT. Prior to carrying a concealable firearm on or off-duty by virtue of peace officer status (830.1 P.C.), an officer shall:

- * Present the firearm to the Department Armorer for inspection and approval. An officer who acquires a previously approved firearm shall present it to the Armorer for reinspection and recordation on the acquiring officer's Firearm Inspection Record, Form 13.02.
- * Present the firearm to their supervisor who shall record the required information on the officer's Uniform/Equipment Issuance and Inspection Record, Form 1.41.1.
- * When a firearm previously approved by the Armorer is transferred to another owner, the officer relinquishing possession of the firearm shall, in addition to completing a Form 12.49, notify the Armorer of the transfer telephonically or in person.

VII. DEPARTMENT ARMORER-RESPONSIBILITIES. The Department Armorer shall maintain a Firearm Inspection Record, Form 13.02, for each officer. Information relating to each approved firearm, or previously approved and transferred firearm, shall be recorded on this form. Each Form 13.02 shall be maintained by the Armorer until the officer is separated from the Department.

VIII. DEPARTMENT ARMORER FIREARM APPROVAL CARD, FORM 1.41.2,-DEACTIVATED. The Department Armorer Firearm Approval Card, Form 1.41.2, is no longer necessary and is deactivated.

AMENDMENTS: This Order deletes Sections 3/786.20 and 5/1.41.2; amends Sections 3/610.15, 3/610.20, 3/610.50, 3/610.60 and 5/12.49; and adds Sections 3/610.01, 3/610.17, 3/610.65, and 3/610.67 to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



**MARVIN D. IANNONE, Assistant Chief
Acting Chief of Police**

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

OCTOBER 27, 1982

SUBJECT : TACTICAL MANUAL AMENDMENT

PURPOSE : This Order informs Department employees of certain revisions in the Tactical Manual.

PROCEDURES :

- I. COMMANDING OFFICERS RESPONSIBILITIES.** Recent changes in the Los Angeles Administrative Code have replaced the Civil Defense and Disaster Corps with the Emergency Operations Organization (EOO) and have affected the manner in which a *Local Emergency* is declared and the way in which *temporary regulations* are enacted.

Commanding Officers shall ensure that personnel of their commands are familiar with the following changes.

- A. Local Emergencies—General.** Recurrently the City experiences disasters and other emergencies which require an immediate response by local officials to mitigate the affects of the occurrence. Such incidents are generally localized and are controlled with resources which are immediately available to emergency control personnel; however, it is not improbable that the City could experience a disaster of a magnitude which would seriously deplete available resources and directly effect the operations of the City government. In such cases it becomes necessary to mobilize additional resources by officially declaring the disaster a *Local Emergency* and centralizing the direction and control of the City's response through activation of the *Emergency Operations Organization (EOO)*.

The Los Angeles Administrative Code, Chapter 3 of Division 8, empowers the Mayor to declare a *Local Emergency* when the following condition exists:

"Any occurrence which by reason of its magnitude is or is likely to become beyond the control of the normal services, personnel, equipment and facilities of the regularly constituted branches and departments of the City government."

Examples of emergencies which can escalate beyond the control of normal services include:

- * Natural disasters, e.g., earthquakes, brushfires, or floods.
- * Man caused disasters, e.g., contamination emergencies, riots, or air crashes.

Most laws are enforceable during such disasters and can be applied to control the incident; however, during a continuing and/or escalating disaster, which has been declared a Local Emergency, it may be necessary to formulate specific *temporary regulations*.

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B. Temporary Regulations The conditions of a Local Emergency can require extraordinary measures be taken by local officials to control the incident. One such measure is the promulgation of *temporary regulations*. During a declared Local Emergency, the Mayor is the Director of the Emergency Operations Organization (EOO) and as Director "is authorized to promulgate, issue and enforce rules, regulations, orders and directives which the Director considers necessary for the protection of life and property. Such rules, regulations, orders and directives shall take effect immediately upon their issuance..." See... Los Angeles Administrative Code, Chapter 3, Article 3, Section 8.29.

When the EOO is activated during a Local Emergency, its organizational structure facilitates the implementation of temporary regulations; therefore, Department personnel shall work within this system when seeking to establish a temporary regulation.

A Field Commander determining the need for a temporary regulation shall prepare a request for the regulation and submit the request to the Department Commander. Requests for a temporary regulation shall include:

- * Date and time.
- * Description of circumstances requiring a temporary regulation.
- * Type of regulation needed.
- * Perimeter of involved area(s).
- * Estimated length of time the temporary regulation should remain in effect.

The Department Commander shall evaluate the propriety of such regulation, and if the Department Commander concurs with the need to establish a temporary regulation, the Department Commander shall confer with the Deputy City Attorney in the Emergency Operations Center (EOC), reduce the regulation to writing, and present it to the Emergency Operations Organization Coordinator or other City Administrative Officer (CAO) representative in the EOC.

EXAMPLE:

**REGULATION AND DIRECTIVE
ORDERING CURFEW DURING
EXISTENCE OF A
LOCAL EMERGENCY**

WHEREAS, a Local Emergency now exists within the City of Los Angeles, and the existence of the same has been duly declared and published.

NOW, THEREFORE, by virtue of authority invested in me as Mayor of the City of Los Angeles pursuant to the provisions of the Los Angeles Administrative Code, Chapter 3, Section 8.27, to promulgate, issue, and enforce rules, regulations and directives, I hereby declare the following curfew order to be necessary for the protection of life and property:

1. No person shall be upon a public street, avenue, boulevard, place, alley, park, or other public place or unimproved private realty within the area bounded as follows:

between the hours of _____ P.M. and _____ A.M. the following day.

The curfew order shall not apply to peace officers, firefighters, Emergency Operations Organization (EOO) personnel, and National Guard or other military personnel.

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2. Any violation of this regulation shall be punishable as provided by the Los Angeles Administrative Code, Chapter 3, Section 8.77.

Date: _____

Mayor

Time

a.m.
p.m.

The Emergency Operations Organization Coordinator or CAO representative will then proceed as follows:

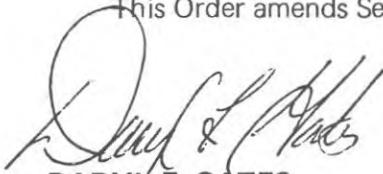
- * If a Local Emergency *has* been declared, immediately forward the proposed temporary regulation to the Emergency Operations Board (EOB), if convened, or to the Mayor or the Mayor's representative.
- * If a Local Emergency *has not* been declared, the proposed temporary regulation must be preceded by a request for a **Declaration of Local Emergency** and forwarded to the EOC, if convened, or to the Mayor, or the Mayor's representative.

Note: A public announcement of both the Declaration of Local Emergency and the temporary regulation will be made by the Mayor, or the Mayor's representative, before any temporary regulation enforcement action can be taken by members of this Department.

When a temporary regulation is no longer necessary, a request for cancellation shall be submitted to the EOB if convened, or the Mayor, or the Mayor's representative. When the cancellation request is approved, the Mayor, or the Mayor's representative, will publicly announce the temporary regulation cancellation.

AMENDMENTS:

This Order amends Section E/802. through E/802.02 of the Tactical Manual.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

NOVEMBER 12, 1982

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department and Tactical Manuals.

PROCEDURE:

- I. **BOOKING NARCOTICS—REVISED.** This Order revises the booking procedures for large quantities of narcotics to reduce the possibility of an inadvertent loss of narcotics and expedite narcotic analysis by Scientific Investigation Division.

Narcotic Samples. Officers booking into evidence large quantities of narcotics in powder or pill form (over 50 grams net weight of powder and/or 1000 pills) shall separate one gram of the powder and/or five of the pills and process the sample as follows:

- * Package the sample in a sealed coin envelope.
- * Place the coin envelope into an Analyzed Evidence Envelope, Form 12.51, and seal the envelope with an Analyzed Evidence Seal.
- * Write the word "**Sample**" in red on the top margin of the Analyzed Envelope.
- * Package the remainder of the narcotics in an Analyzed Evidence Envelope in accordance with established procedures.
- * Number Analyzed Evidence Envelopes in sequence with the sample package as number one.

Note: When multiple containers of narcotics are taken into custody only one sample envelope is necessary for each like substance.

- * When size permits, place the Analyzed Evidence Envelope, Form 12.51, containing the bulk of the narcotics into a clear plastic numbered bag and heat-seal. The bag number shall be written on the back of the Analyzed Evidence Envelope prior to the sealing of the plastic bag.
- * Record the number of the plastic bag on the Property Report, Form 10.1.

Note: Any subsequent opening of the plastic bag shall result in the Analyzed Evidence Envelope being resealed into a new numbered bag. The new number shall be recorded on the Analyzed Evidence Envelope and the Property Report. The number section of the previous plastic bag shall also be sealed within the new bag.

- * Include the itemized weights and the total weight of the packages in the body of the property report.

Personnel checking narcotics out of Property Division for analysis shall only remove the package marked "**Sample**". When no sample is available normal processing procedures shall be followed.

AMENDMENT: This Order amends Section 4/540.70 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. **LEGAL PROCESS ACCEPTANCE—REVISED.** In the past, subpoenas duces tecum (SDT), discovery orders, and pre-trial discovery motions served on the Department have been accepted by the Discovery Unit, Records and Identification Division (R&I), or if the server insisted, a sworn supervisor at any police station. This Order modifies that procedure.

When an SDT, discovery order, or pre-trial discovery motion is directed to the Department or the Custodian of Records, it shall **only** be accepted by the Discovery Unit, R&I. The business

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hours of the Discovery Unit, R&I, are 0730 to 1600 hours, Monday through Friday.

If the process server insists on serving a sworn supervisor, at other than R&I, the supervisor shall:

- * Advise the server that the only Department entity designated to accept processes served on the Department is the Discovery Unit, R&I;
- * Advise the server that the person served will be unable to deliver a copy of the subpoena to the Discovery Unit, R&I, within such time as will allow compliance with the subpoena; and,
- * Provide adequate directions for the process server to locate the Discovery Unit, R&I.

If the server leaves the process at the station, the supervisor shall forward it, with a Form 15.7 containing the date and time the process was left by the server and any pertinent circumstances involved, to the Discovery Unit, R&I.

Exception: The following entities shall accept legal processes relating to their areas of responsibility:

- * Board of Police Commissioners.
- * Property Claims Officer, Fiscal Support Bureau or Property Division supervisor.
- * Narcotics Division.
- * Administrative Vice Division.
- * Detective Support Division.
- * Organized Crime Intelligence Division.
- * Public Disorder Intelligence Division.

AMENDMENTS: This Order amends Section 3/425.10 and 3/425.20 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. TACTICAL MANUAL AMENDMENT.

Contamination Emergencies. This Tactical Manual addition provides personnel with guidelines for Department participation in the control of contamination emergencies. Emphasis is directed toward working with other agencies and organizations which will be involved in controlling the emergency.

Commanding Officers' Responsibility. Commanding officers shall ensure that personnel of their commands are familiar with the manual addition.

AMENDMENTS: This Order adds Sections D/321. through D/321.05 to the Tactical Manual.

IV. MASS ARREST KIT RESPONSIBILITY: Southwest Area Jail shall be responsible for storing one mass arrest kit.

The Officer-in-Charge (OIC) of a section that stores a mass arrest kit shall be responsible for periodically auditing the kit to ensure that all required materials are available in the kit. When the kit is returned from the field, the OIC of the responsible section shall provide for the restocking of expended items.

AMENDMENT: This Order amends Section B/309.01 of the Tactical Manual.

V. TACTICAL MANUAL AMENDMENT. Part A, Introduction and Chapter A/000 have been revised to delete obsolete terminology, and inform officers of the City's Emergency Operations Organization and the Department's role in that organization during declared *local emergencies*.

AMENDMENTS: This Order revises the Part A cover page and Introduction, deletes Sections A/001. through A/003. and adds new Sections A/001. through A/004.62 to the Tactical Manual.

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- VI. **DEPARTMENT RESPONSIBILITY FOR CONTROL OF DISASTERS AND OTHER EMERGENCIES.** The Tactical Manual is amended to effect a chapter title change, delete certain obsolete references to team policing, clarify commanding officer's and watch commander's responsibilities during Unusual Occurrences, and establish emergency preparedness and planning responsibilities.

AMENDMENTS: This Order changes the title of Chapter A/200., adds Sections A/201.01, A/201.02, A/201.03, A/201.04, A/201.05, amends Sections A/201. through A/202.03, A/204.01, A/204.03 through A/204.05 and deletes A/204.02 of the Tactical Manual.

- VII. **CHECKLIST—FIRST RESPONDER—DISASTERS AND OTHER EMERGENCIES, FORM 14.18 — ACTIVATED.** The Checklist—First Responder—Disasters and other Emergencies, Form 14.18, is activated.

- A. **Use of Form.** This checklist is used by officers who are first responders to the scene of a disaster or other emergency. The form assists officers in formulating a *situation estimate*, alerting others to the conditions of the emergency, and obtaining the personnel and equipment necessary to control the incident. Additionally, the checklist provides officers with a list of *special considerations* to be used as guidelines during several specific types of emergencies. The guidelines are flexible and subject to modification as necessary to control the situation.
- B. **Completion of Form.** The form is a checklist and may be marked in a manner signifying completion of a step or procedure.
- C. **Commanding Officers' Responsibilities.** Commanding officers shall ensure that personnel of their commands are familiar with the use of the form. *Area* commanding officers shall requisition the number of forms necessary to provide each field officer with a checklist.

AMENDMENT: This Order adds Section B/14.18 to the Tactical Manual and Section 5/14.18 to the Department Manual.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

DECEMBER 10, 1982

SUBJECT: VEHICLE IMPOUND HEARING PROCEDURES—REVISED

PURPOSE: Special Order No. 25, 1981, established procedures and activated forms to comply with laws related to vehicle impound hearings. This Order revises and simplifies the vehicle impound hearing process and reduces the number of forms it requires.

PROCEDURE:

I. VEHICLE HEARING COORDINATOR—ELIMINATED. The position of Vehicle Hearing Coordinator is eliminated. The detective assigned as the Area/division Vehicle Coordinator is no longer responsible for coordinating the vehicle impound hearings.

II. FORMS

A. Deactivation of Forms. This Order deactivates the following forms:

- * Vehicle Owner's Right to a Hearing, Temporary Form;
- * Request for Vehicle Impound Hearing, Form 15.89;
- * Vehicle Impound Fact Sheet, Form 15.89.1;
- * Notice of Vehicle Impound Hearing, Form 15.89.2;
- * Certificate of Determination of Probable Cause, Form 15.89.4;
- * Notice of Pre-Impound Hearing Rights, Temporary Form;
- * Pre-Impoundment Hearing Report, Form 15.89.6; and,
- * Notice of Stored Abandoned Vehicle, Form 15.35

B. Activation of Forms. The following forms are activated:

- * **Certificate of No Probable Cause, Form 15.23.2.** This Form shall be completed by the Impound Hearing Officer when it is determined that there was no probable cause to impound a vehicle. This Form may be used to release a vehicle still in custody or to request reimbursement of funds from Fiscal Operations Division if impound fees have already been paid by the vehicle owner.
- * **Pre-Impound Hearing Log, Form 15.23.3.** This Form shall be used to record the appropriate vehicle information and the outcome of a pre-impound hearing. The log shall be maintained in a location accessible to all watches.

C. Revised Forms

- * **Warning of Parking Violation, Form 4.10.** This Form has been revised to include the *Notice of Pre-Impoundment Hearing Rights*. The reverse side of the Form will contain a Spanish translation of information on 72-hour violations and pre-impoundment hearing rights. The Form will also have a duplicate copy for pre-impound hearings. An employee issuing a Warning of Parking Violation shall affix the original to the vehicle and file the duplicate in the Warning of Parking Violation File maintained at the Area station. The Warning of Parking Violation File shall be maintained in a location accessible to all watches. Forms in the File over 96 hours shall be removed and stored. These Forms must be retained for a minimum of two years and may only be destroyed in compliance with City and State codes.

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- * **Notice of Stored/Impounded Vehicle, Form 15.23.** The Vehicle Impound Notice, Form 15.23, and the Notice of Stored Abandoned Vehicle, Form 15.35, have been combined into one form, the Notice of Stored/Impounded Vehicle, Form 15.23. This Form contains information on the vehicle owner's right to a post-impound hearing, in both English and Spanish. The new Form 15.23 is formatted to enable it to be mailed without an envelope.

- D. **Forms Availability.** Copies of the new and revised forms are available through Supply Division.

III. REQUESTS FOR IMPOUND HEARINGS—EMPLOYEE RESPONSIBILITY.

- A. **Post-Impound Hearing.** A Department employee receiving a request for a *post-impound hearing* shall:

- * Determine if the vehicle was impounded from within the employee's Area. If not, direct the citizen to the appropriate Area.
- * If impounded from within the employee's Area, obtain from the Area records unit a copy of the Vehicle Impound Report, Form 3.7;
- * Confirm that the request is within the 10 day time limit;

Note: The registered or legal owner of an impounded vehicle, or their agent, must request a post-impound hearing within 10 days of the date appearing on the Vehicle Impound Notice, Form 15.23, or lose the right to a hearing. Requests may be made in person, in writing, or by telephone.

- * If within the 10 day limit, schedule a hearing for the citizen. The hearing must take place within 48 hours of the request (excluding weekends and holidays); and,
- * Inform the watch commander of the date and time of the hearing and give the watch commander the copy of the vehicle report.

- B. **Pre-Impound Hearing.** A Department employee receiving a request for a *pre-impound* hearing shall:

- * Check the duplicate Warning of Parking Violation File to determine if the request is within the 96 hour time limit (72 hour violation, plus additional 24 hour allowance to contact this Department);

Note: The request must be made within 96 hours of the date and time appearing on the duplicate Warning of Parking Violation or the right to a pre-impound hearing is lost.

- * If within the 96 hour time limit, schedule a pre-impound hearing for the citizen. The hearing must take place within 48 hours of the request (excluding weekends and holidays); and,
- * Inform the watch commander of the date and time of the hearing and give the watch commander the duplicate Warning of Parking Violation.

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- IV. **WATCH COMMANDER RESPONSIBILITY.** The watch commander or any supervisor on the watch an impound hearing is scheduled for may be assigned as the Impound Hearing Officer. The watch commander shall assign an Impound Hearing Officer for each hearing and make available to the Impound Hearing Officer all information relevant to the hearing (Vehicle Report, Warning of Parking Violation (duplicate), etc.).

Note: Whenever practicable, the Area/division civilian Traffic Officer Supervisor shall be assigned to conduct impound hearings for vehicles impounded by Parking and Intersection Control personnel.

V. **IMPOUND HEARING OFFICER'S RESPONSIBILITY.**

- A. **Post-Impound Hearing.** The Impound Hearing Officer shall determine if probable cause existed to impound the vehicle in question. If probable cause did *not* exist, and the owner or the owner's agent has *already paid* for the release of the vehicle, the Impound Hearing Officer shall:

- * Inform the citizen of the findings and advise that reimbursement will be mailed by Fiscal Operations Division in approximately four weeks;
- * Complete the applicable portions of the Certificate of No Probable Cause, Form 15.23.2, indicating reimbursement of payment, and forward it to the Commanding Officer, Fiscal Operations Division, along with a photocopy of the Official Police Garage receipt (obtained from citizen); and,
- * Document the results of the hearing on an Employee's Report, Form 15.7, and attach it to the Area records file copy of the Vehicle Report, Form 3.7.

When it is determined that probable cause did *not* exist to impound the vehicle and the fees *have not* been paid, the Impound Hearing Officer shall:

- * Complete a Certificate of No Probable Cause, Form 15.23.2, indicating release of the vehicle, and issue it to the citizen;
- * Advise the citizen that release of the vehicle must be secured within 24 hours to avoid additional charges;
- * Instruct the citizen to take the Form to the Official Police Garage and obtain the release of the vehicle; and,
- * Document the results of the hearing on an Employee's Report, Form 15.7, and attach it to the Area records file copy of the Vehicle Report, Form 3.7.

Note: Notification of the 24 hour time limit to secure release of the vehicle shall be documented on the 15.7.

When it is determined that probable cause *did* exist to impound the vehicle, the Impound Hearing Officer shall:

- * Inform the citizen of the determination and explain the reason for the impound;
- * Inform the citizen that it will be the citizen's responsibility to pay all fees in order to obtain the release of the vehicle; and,

- * Document the results of the hearing on an Employee's Report, Form 15.7, and attach it to the Area records file copy of the Vehicle Report, Form 3.7.

If the citizen disagrees with the decision of the Impound Hearing Officer, the citizen should be referred to the City Clerk's Office. Upon request of the citizen, the Impound Hearing officer shall give the citizen a copy of the hearing results.

- B. **Pre-Impound Hearing.** The Impound Hearing Officer shall determine whether or not probable cause exists to impound the vehicle. If probable cause exists the hearing officer shall:

- * Inform the citizen of the probable cause and that the vehicle will be impounded unless moved immediately;
- * Document the facts of the hearing on the Pre-Impound Hearing Log, Form 15.23.3, and on the duplicate Warning of Parking Violation under "Remarks";
- * Check the "impound" box on the duplicate Warning of Parking Violation and cause it to be returned to the issuing employee, who may then impound the vehicle after the 72-hour violation period.

Note: After a vehicle has been impounded, the concerned employee shall record the impound information on the duplicate Warning of Parking Violation under "Remarks" and return the Form for storage.

If no probable cause exists to impound the vehicle the Hearing Officer shall:

- * Inform the citizen the vehicle will not be impounded;
- * Document the facts of the hearing in the Pre-Impound Hearing Log, Form 15.23.3, and in the "Remarks" section of the duplicate Warning of Parking Violation;
- * Check the "Do Not Impound" box on the duplicate Warning of Parking Violation and cause it to be returned to the issuing employee.

Note: After reviewing and initialing the duplicate Warning of Parking Violation, the issuing employee shall return the Form for storage.

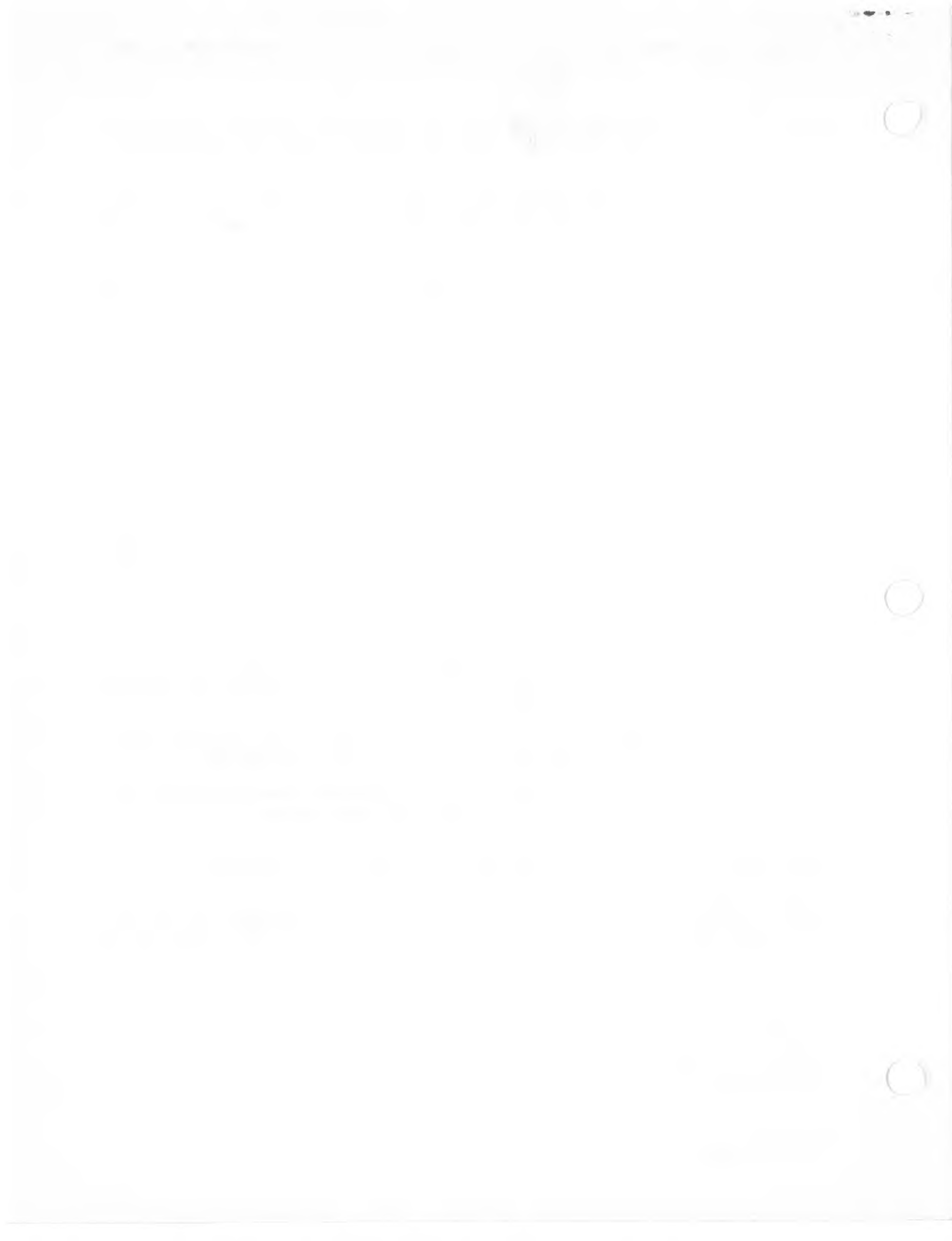
AMENDMENTS: Amendments to The Department Manual will follow at a later date.

AUDIT RESPONSIBILITY: Commanding officers of each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

DECEMBER 17, 1982

**SUBJECT: DEPARTMENT PROCEDURES CONCERNING TRANSIT POLICE OFFICERS
OF THE SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT**

A substantial portion of the area serviced by the Southern California Rapid Transit District is geographically located within the boundaries of the City of Los Angeles, and its properties are policed by personnel of this Department as well as Transit Police Officers. To eliminate duplication of public safety services, the law enforcement responsibilities of the Transit Police are delineated.

This Order describes Department responsibilities concerning crime reporting, arrest, and booking procedures involving law enforcement activities of Transit Police Officers of the Southern California Rapid Transit District (SCRTD).

PROCEDURE:

- I. **SCRTD, TRANSIT POLICE OFFICERS, POWERS OF ARREST.** Transit Officers are peace officers when on duty and may make arrests, conduct investigations, and complete reports involving routine criminal matters as may be necessary to protect the personnel and property of the SCRTD.
- II. **INVESTIGATIVE RESPONSIBILITIES.** The responsibility for conducting *all* follow-up investigations, including misdemeanor follow-up and those cases involving juveniles, shall remain with the Department. The Department shall conduct *both* the preliminary and the follow-up investigation of any complex felony crimes, crimes of violence involving the use of any weapon, and crimes involving the loss of property worth more than \$1000, occurring in the City of Los Angeles.

Note: SCRTD conveyances shall not be unnecessarily delayed to investigate any incident.

If at the scene, Transit Police Officers will conduct all other preliminary investigations and complete reports of crimes occurring on SCRTD property or conveyances.

III. REPORTING PROCEDURES.

A. Department Supervisor's Responsibilities.

DR Number Issuance and Report Approval. All Transit Police reports shall be approved by a supervisor of this Department prior to acceptance. The approving supervisor shall ensure that appropriate DR numbers are obtained from the concerned Area records unit, or Vehicle Information Processing Unit, Records and Identification Division (R&I), by the Transit Police Officers after report approval.

Note: Transit Police forms are similar to Department reports and shall be processed in accordance with Department procedures.

- B. Records Unit Responsibilities.** Records unit personnel shall distribute Transit Police reports in accordance with the normal distribution *plus* one copy to the SCRTD, Transit Police Department.

- C. SCRTD Responsibility.** Crimes investigated by Transit Police Officers will be reported to this Department on Transit Police report forms within 24 hours of the completion of the report.

Exception: Crime reports requiring immediate teletype transmission will be delivered to the concerned geographic Field Services Division watch commander immediately upon completion.

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IV. ARREST PROCEDURES.

Arrest-Department Responsibilities. When an arrest is initiated by Transit Police Officers, Department personnel shall assume responsibility for the follow-up investigation of the crime. The Transit Police Officer involved will complete the booking, arrest and other related reports.

V. BOOKING OF TRANSIT POLICE OFFICERS' ARRESTEES. The Los Angeles Police Department shall furnish jail facilities for adult prisoners arrested within the City of Los Angeles by Transit Police Officers.

Note: Adult and juvenile arrests initiated by Transit Police which require transportation to an outside custodial facility shall be the responsibility of the Transit Police Officers initiating the arrest.

All bookings made by Transit Police Officers shall be approved by a Department investigating officer or Field Services Division watch commander. Department personnel providing booking approval shall ensure that the arresting Transit Police Officers provide juvenile arrest and booking information to the Area/division teletype operator within 30 minutes of obtaining the booking number.

Excess personal property of such arrestees shall be accepted by this Department.

A. Department Supervisor's Responsibilities.

1. **Improper Arrests.** When a supervisor of this Department becomes aware that an arrest effected by a Transit Police Officer is improper, he shall request that a supervisor from the Transit Police immediately review the matter. It shall be the responsibility of the concerned supervisor of this Department to make the final determination on accepting custody of an arrestee.
2. **Juvenile Booked as an Adult.** When it is learned that a person under the age of 18 years has been booked as an adult by officers of the Transit Police, the concerned supervisor of this Department shall, without delay, cause the juvenile to be segregated from adult prisoners and notify the concerned investigating officer, and, if applicable, the Transit Police. Processing of the juvenile shall then be the same as set forth by Section 4/705.62 of the Department Manual.
3. **Prisoner Complaints of Misconduct.** In any case where a prisoner complains of misconduct by an employee of the Transit Police Department, the concerned Department supervisor shall notify the supervisor in charge of the concerned Transit Police employee. When misconduct constituting a crime is alleged against the officer, the concerned supervisor of this Department shall ensure that the appropriate crime report is taken, and complete an Employee's Report Form 15.7, describing the allegation. The Employee's Report and a copy of the crime report shall be forwarded to the reporting supervisor's commanding officer, who shall ensure that copies of both reports are forwarded to the Commanding Officer, Internal Affairs Division. The Commanding Officer, Internal Affairs Division, shall forward copies of both reports to the Chief of the Transit Police Department. The original crime report shall be processed in the normal manner.

B. Department Jailer Responsibility.

1. **Booking Information.** When an arrestee is booked by Transit Police Officers, the Department jailer shall include the following information on the Booking and Identification Record, Form 5.1;

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- * In the box entitled "DIV. & DETAIL ARRESTING", insert "SCRTD", as appropriate;
 - * In the box entitled "CHARGE", following the inserted charge, add the arraignment court;
 - * In the box entitled "ARRESTING OFFICER", insert the name and identifying number of the arresting officer, followed by "SCRTD".
2. **Prisoner Arraignment.** The jailer having custody of a prisoner booked by Transit Police Officers shall cause the prisoner to be transported to and arraigned at the proper court as an "SCRTD case".
- C. **Transit Police Medical Treatment Responsibility.** Prior to the booking of a sick or injured person at a Department facility, the arresting Transit Police Officers shall provide evidence of medical treatment and medical authority to book the arrestee to the approving supervisor of this Department.

VI. EVIDENCE AND PROPERTY PROCEDURES. Officers of the Transit Police shall be permitted to book evidence and property into custody of this Department. When Transit Police book evidence and property into the custody of *their* own Department they shall be responsible for the disposition of the evidence and property to the same extent as officers of this Department. Department officers accepting custody of a Transit Police arrestee shall assume responsibility for the custody of and follow-up for all evidence and property associated with the arrest.

When property or evidence is booked, the concerned Transit Police Officer shall be given one copy of the Receipt for Property Taken into Custody, Form 10.10.

- A. **Gas Chromatograph Intoximeter Tests.** Gas Chromatograph Intoximeter tests required for a Transit Police investigation shall be provided by a qualified Transit Police Officer or an officer of this Department.

Note: When a Transit Police employee is not qualified to administer the Gas Chromatograph Intoximeter tests, and the tests are administered by a Department employee, these tests shall be witnessed by the concerned Transit Police employee.

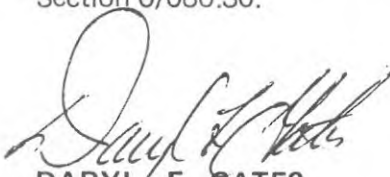
Expert testimony in court relative to the Gas Chromatograph Intoximeter shall be provided by the Los Angeles Police Department.

- B. **Fingerprint Investigation.** Fingerprint investigation required for Transit Police investigations within the City shall be provided by Scientific Investigation Division.

Exception: Developing and lifting of latent prints *may* be conducted by qualified Transit Police Officers.

AMENDMENTS: This Order adds Sections 3/416, 3/416.05, 4/203.27, 4/219.45, 4/510.36, 4/606.08, 4/675.38, 5/094 and amends Sections 4/212.44, 4/550.30, 4/604.20, 4/648.10, 4/648.20 and 4/705.62 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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SUPPLEMENTAL FACT SHEET

Confusion of reporting procedures and responsibilities for investigation of certain crimes, dictates the necessity for further clarification and the following examples of when Transit Police Officers will handle the preliminary investigation and complete reports of crimes occurring on Southern California Rapid Transit District property or conveyances.

Example No. 1: A suspect has forged a SCRTD monthly bus pass and has been arrested by Transit Police Officers. In this example Transit Police Officers shall complete the necessary preliminary investigation, complete all necessary reports relating to the forgery arrest, and book the suspect in the appropriate Department jail facility.

Example No. 2: A battery has occurred aboard a SCRTD bus and a 77th Unit has been dispatched to handle the investigation. When the 77th Unit arrives at the location, they do not observe any Transit Police Officers at the scene. The Los Angeles Police Department officers shall immediately begin the preliminary investigation of the call for service and complete the necessary reports for the investigation.

Example No. 3: A 390-Down has occurred aboard a SCRTD bus and a Wilshire Unit arrives, they observe Transit Police Officers *are* at the scene of the crime. In this example, Transit Police Officers are responsible for conducting the preliminary investigation and completion of all necessary reports relating to the crime.

Officers of this Department should remember that if an investigation does not involve a complex felony crime, crime of violence involving the use of *any* weapon, or a crime involving the loss of property worth more than \$1000, occurring in the City of Los Angeles, and Transit Police Officers *are at the scene* of the occurrence, Transit Police shall be responsible for the investigation and all related reports. However, officers of this Department shall not delay any investigation awaiting the arrival of a Transit Police Officer. Any necessary assistance in arrest, transportation, or booking and property procedures, shall be provided by officers of this Department.